



Nick J. Mosby, *President*
Baltimore City Council

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MEMORANDUM

To: **Honorable Brandon M. Scott, Honorable Bill Henry,
Mr. James Shea, Mr. Jason Mitchell**
From: **Council President Nick J. Mosby**
Date: **January 31, 2022**
Re: **Board of Estimates Agenda Items for February 2, 2022 at 9:00am**

The items on the Board of Estimates Agenda for February 2, 2022 are to be assigned as follows:

ROUTINE AGENDA ITEMS: (To be acted upon collectively)

P 1 BOARDS AND COMMISSIONS
P 2-27 PERSONNEL MATTERS
P 28 Bureau of the Budget- Fiscal 2023 Budget Planning Calendar Management
P 29 Bureau of the Budget- Appropriation Adjustment Order #11
P 30-31 Bureau of the Budget- Appropriation Adjustment Order #17
P 32-33 Bureau of the Budget- Appropriation Adjustment Order #18
P 34 Bureau of the Budget- Appropriation Adjustment Order #19
P 35-36 Bureau of the Budget- Appropriation Adjustment Order #21
P 37 Department of General Services- Amendment to Consent Agreement
P 38 Fire & Police Employees Retirement Plan- Subscription Agreement
P 39 Employees Retirement System - Subscription Agreement
P 40 Employees Retirement System - Subscription Agreement
P 43-45 TRANSFERS OF FUNDS
P 46-65 INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS
P 66 Bureau of Procurement - Pay Invoice of Unauthorized Spend
P 67 Bureau of Procurement - Ratification to Pay Outstanding Invoices
P 68 Bureau of Procurement - Pay Invoice of Unauthorized Spend
P 69-71 Health Department – Two-Month Advance of Funds
P 72-74 Health Department – Senior Assisted Group Home Subsidy Program Service Agreements
P 75 Health Department – Provider Agreement
P 76-77 Health Department – Agreement
P 78 Health Department – Agreement
P 79-80 Health Department – Ratify Grant Agreement
P 81-82 Health Department – Agreement
P 83 Health Department – Ratify Agreement
P 84 Health Department – Affiliation Agreement
P 85 Health Department – Agreement
P 86 Health Department – Agreement
P 87 Health Department – Non- Construction Consultant Agreement
P 88 Mayor's Office of Employment Development - Agreement
P 89 Mayor's Office of Employment Development - Agreement
P 90 Mayor's Office of Employment Development - First Amendment to Agreement
P 91 Baltimore Development Corporation - Amendment to Lease Agreement
P 92 Mayor's Office of Children and Family Services - Grant Agreement
P 93 Fire Department- Amendment to Grant Award
P 94 Mayor's Office of Children and Family Services - Grant Agreement

- P 95-101 EXTRA WORK ORDERS AND TRANSFERS OF FUNDS
- P 102 Mayor's Office of Homeless Services - Provider Agreement
- P 103 Mayor's Office of Homeless Services - Provider Agreement
- P 104 Mayor's Office of Homeless Services - Provider Agreement
- P 105 Mayor's Office of Homeless Services - Provider Agreement
- P 106 Mayor's Office of Homeless Services - Provider Agreement
- P 107 Mayor's Office of Homeless Services - Provider Agreement
- P 108-109 Mayor's Office of Homeless Services - Memorandum of Understanding
- P 110 Mayor's Office of Homeless Services - Amendment #1 to Grant Agreement
- P 111 Mayor's Office of Homeless Services - Amendment #1 to Grant Agreement
- P 112 Department of Real Estate - Assignment of Tax Sale Certificate
- P 112 Department of Real Estate - Assignment of Tax Sale Certificate
- P 112 Department of Real Estate - Assignment of Tax Sale Certificate
- P 115 Office of the State's Attorney - Grant Adjustment Notice for Baltimore City
- P 116 Police Department- Professional Services Agreement
- P 117-118 Mayor's Office- Capital Projects Grant Agreement
- P 119 Mayor's Office of Neighborhood - Memorandum of Understanding
- P 120 Mayor's Office of Communications - Governmental/Charitable Solicitation Application
- P 121-122 Department of Housing and Community Development - Land Disposition Agreement
- P 123-124 Department of Housing and Community Development (DHCD) - Land Disposition Agreement
- P 125-127 Department of Housing and Community Development (DHCD) - Land Disposition Agreement
- P 128-130 TRANSFER OF FUNDS
- P 131 Department of Transportation - Minor Privilege Permit Applications
- P 132 Department of Transportation - Fiscal Year 2020 Capital Agreement
- P 133 Department of Transportation - Task Assignment
- P 134-135 Department of Transportation - First Amendment to the Memorandum of Understanding
- P 136-137 Department of Transportation - Amendment #3 to Agreement
- P 138 Department of Public Works - Agreement
- P 139-140 Department of Public Works/Office - Agreement of Engineering and Construction
- P 141 Department of Public Works/Office - Amendment No. 4 to Agreement of Engineering and Construction
- P 142 Department of Public Works/Office of Engineering and Construction - Partial Release of Retainage
- P 143 Department of Public Works/Office of Engineering and Construction - Partial Release of Retainage
- P 144-145 Department of Public Works/Office of Engineering and Construction - Amendment No. 5 to Agreement
- P 146-150 RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS
- P 151 Department of Recreations and Parks - Memorandum of Understanding
- P 152-153 Department of Recreations and Parks - Task Assignment
- P 154- 155 Department of Recreations and Parks - Task Assignment
- P 156 Department of Recreations and Parks - Retroactive Travel Reimbursement
- P 157 Baltimore City Sheriff's Office - Cooperative Reimbursement Agreement
- P 159-162 Office of the Comptroller- Modification of AM-101-1 Request for Board of Estimates Approval
- P 163-166 Office of the Comptroller- Modification of AM-404-5 Request for Board of Estimates Approval
- P 167-170 Office of the Comptroller- Modification of AM-507-1 Department of Telecommunications
- P 171 PROPOSALS AND SPECIFICATIONS
- P 172 Closing

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

- P 41 Department of Finance- Master Services Agreement
- P 42 Law Department- Settlement Agreement and Release
- P 158 Department of Audits - Audit Report
 - 1. Baltimore City Department of Public Works Biennial Performance Audit for Fiscal Years Ended June 30, 2020 and 2019.

Baltimore City Board of Estimates

February 2nd, 2022 Meeting Agenda

Members: Mayor Brandon M. Scott, Council President Nick Mosby (Chair), Comptroller Bill Henry, City Solicitor James Shea, Director of Public Works Jason Mitchell



Notices

Remote attendance

9 AM meeting

- Streaming. All meetings are streamed live on [Charm TV's website](#) and posted after on [Charm TV's Youtube channel](#).
- Listen in. Members of the public can call in via Webex by dialing (408)-418-9388; access code: 2330 145 5436.
- Watch on television. Watch Charm TV, channel 25.

12 PM meeting (Bid openings)

- Streaming. All meetings are streamed live on [Charm TV's website](#) and posted after on [Charm TV's Youtube channel](#).
- Listen in. Members of the public can call in via telephone by dialing (443)-984-1696; access code: 0842939.
- Watch on television. Watch Charm TV, channel 25.

Schedule

Effective January 5, 2022, the board will meet regularly twice per month on the 1st and 3rd Wednesday of each month. There are additional meetings regularly scheduled in both June and December to accommodate traditionally higher transaction volumes at the end of the fiscal and calendar year. Some adjustments will be made throughout the year to accommodate holidays, high transaction volumes and urgent matters as they may arise. Special meetings will be called on Wednesdays at 9:00 A.M. when necessary. Please see the [Comptroller's website](#) for a detailed schedule of meetings and associated submission deadlines.

Address the Board

On January 19, 2022, the Board of Estimates adopted Board of Estimates Rules, codified in Title 27, Subtitle 01 of the Baltimore City Code of Regulations. Chapter 04 (Protests) and Chapter 05 (Statements of Opposition) provide as follows:

In addition to the requirements of the Procurement Regulations:

Protests

A person wishing to protest a proposed award must notify the Comptroller's Office and the proposed awardee.

Notice shall be in writing and delivered no later than (1) noon on the Monday immediately before the Board meeting at which the proposed award will be considered, or (2) by an alternative date and time specified in the agenda for the next scheduled meeting.

The written Protest shall include:

- the name of the person protesting or, if a spokesperson, the entity or organization protesting;
- A narrative description of the issues and facts supporting the Protest; and
- A description as to how the protestant will be harmed by the proposed Board action.

Statements of Opposition

Pursuant to Code of Baltimore City Regulations 27.01.01.03.B(14), "Statement of Opposition" means a written statement by a member of the public (a) expressing opposition to an item presented on a Board of Estimates agenda for a vote; (b) by a City resident or taxpayer or a recognized spokesperson for a City resident or taxpayer; or (c) a person who is directly and specifically affected by a pending matter or decision of the Board, and (d) is distinct from a protest of a recommendation for award of a contract.

A person wishing to submit a Statement of Opposition to a proposed action of the Board at any Regular or Special meeting shall notify the Comptroller's Office in writing.

Notice of the Statement of Opposition shall be given (1) no later than noon on the Tuesday immediately before the Board meeting during which the item will be considered or (2) by an alternative date and time specified in the agenda for the next scheduled meeting.

The written Statement of Opposition shall include:

- The name of the person submitting the Statement of Opposition or, if a spokesperson, the entity or organization submitting the Statement of Opposition;
- A narrative description of the issues and facts supporting the Statement of Opposition; and
- A description as to how the person, entity, or organization submitting the Statement of Opposition will be harmed by the proposed Board action.

To submit Protests and/or a Statement of Opposition:

- E-mail: BOE.Clerk@baltimorecity.gov, cc: james.knighton@baltimorecity.gov
- US Mail or hand delivery: Attn: Clerk, Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

BOARD OF ESTIMATES' AGENDA – FEBRUARY 2, 2022

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:

Allied Contractors, Incorporated	\$53,720,000.00
C & D Waterproofing Corp.	\$ 8,000,000.00
Carter Paving & Excavating, Inc.	\$ 8,000,000.00
Civil Construction, LLC	\$70,190,000.00
G.F. Moore Home Improvements	\$ 520,000.00
Hirsch Electric LLC	\$ 8,000,000.00
Machado Construction Company, Inc.	\$ 8,000,000.00
Retro Environmental, Inc.	\$ 8,000,000.00
Road Safety, LLC	\$ 1,500,000.00
Shelly Foundations, Inc.	\$ 8,000,000.00
Stella May Contracting, Inc.	\$ 8,000,000.00

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:

Mead and Hunt, Inc.	Engineer
Reviera Enterprises, Inc. T/A REI/DRAYCO, Inc.	Engineer

PERSONNEL MATTERS

* * * * *

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

3 - 27

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

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Baltimore City Office of Information Technology (BCIT)

1. Reclassify the following filled position:

FROM:

TO:

Classification: Operations Officer III	Operations Manager I
Job Code: 31111	31114
Grade: 929 (\$73,474.00 - \$117,402.00)	939 (\$91,536.00 - \$150,850.00)
Position #: 49934	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost Savings: (\$8,892.74) - 1001-000000-1471-165700-601001 (General Funds)

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Baltimore City Information Technology Office (BCIT) to reclassify the above referenced position. This position is responsible for directing and planning essential services, i.e. vendor services; overseeing and managing vendors to ensure they are completing requested work orders and projects and monitoring expenditures and forecasting spending needs.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. The position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

2. Reclassify the following vacant position:

FROM:

TO:

Classification: IT Division Manager	IT Manager
Job Code: 10241	10193
Grade: 967 (\$111,047.00 - \$183,073.00)	942 (\$97,110.00 - \$160,103.00)
Position #: 51139	

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

BCIT – cont'd

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$18,994.00 - 1001-000000-1472-719900-601001 (Internal Funds)

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Baltimore City Office of Information and Technology to reclassify the above referenced vacant position. These positions are needed to better align with the leadership position within BCIT. This position will be responsible for overseeing the framework used by BCIT's Project Managers to include establishing the tools, procedures, and standard definitions used for project management within BCIT; providing training; and monitoring consistent usage of the framework throughout the organization.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

- 3. Reclassify the following vacant position:

FROM:

TO:

Classification: IT Project Manager

IT Manager

Job Code: 10194

10193

Grade: 939 (\$91,536.00 - \$150,850.00)

942 (\$97,110.00 - \$160,103.00)

Position #: 50028

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$6,874.00 - 1001-000000-1471-165700-601001 (Internal Funds)

PERSONNEL

BCIT – cont'd

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Baltimore City Office of Information and Technology to reclassify the above referenced vacant position. This position is needed to better align with the leadership position within BCIT. This position will be responsible for designing and executing change management plans to support communication and transition activities; and developing and executing strategies and messages to support effective, timely and accurate communications to internal and external stakeholders regarding organizational and procedural changes within the agency.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

- 4. Classify the following position:

FROM:

TO:

Classification: New Position	Accountant II
Job Code: 90000	34142
Grade: 900 (\$1.00 - \$204,000.00)	923 (\$65,000.00 - \$104,246.00)
Position #: 53986	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost Savings: (\$5,377.00) - 1001-000000-1472-808000-601001 (General Funds)

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Baltimore City Office of Information and Technology to classify the above referenced position. The position is needed in order to place the position in the correct classification. The position will be responsible for overseeing funds and performing complex accounting work for the IT Optimization Project; and ensuring funds are budgeted appropriately, are spent according to fiscal policy, and align with accounts.

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

BCIT – cont'd

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

5. **DANTEH SEMA** **\$77,440.00**

Account No. 1001-000000-1472-165800-601009

The Baltimore City Office of Information Technology has requested approval of an employment contract renewal for Danteh Sema, for one-year beginning the date of Board of Estimates approval or February 4, 2022, whichever one comes later at a rate of \$35.20 per hour, for 2,200 hours, not to exceed \$77,440.00. This is the same hourly rate as in the previous contract period. Mr. Sema will continue to work as a **Contract Services Specialist II**. This position is responsible for coordinating with Business Analysts and customers to develop business requirements and specification documents; developing standard reports and functional dashboards based on business requirements; maintaining business intelligence models to design, develop and generate both standard and ad-hoc reports; generating reports for internal and external customers for business performance, monitoring and business decision making; managing new report generation and report enhancement based on the change requests; identifying and resolving data reporting issues; performing quality assurance checks on new or enhanced reports; recommending improvements to provide optimum reporting solutions and staying updated with business operations and business intelligence processes. The Department of Human Resources recommends granting this employment contract renewal.

Baltimore City Circuit Court

6. **CAROLINE POSNER** **\$61,189.26**

Account No. 5000-544422-1100-117001-601009

The Baltimore City Circuit Court has requested approval of an employment contract for Caroline Posner, for one-year beginning the date of Board of Estimates

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Baltimore City Circuit Court – cont’d

approval or February 2, 2022, whichever one comes later at a rate of \$33.51 per hour, for 1,826 hours, not to exceed \$61,189.26. Caroline Posner will work as a **Contract Services Specialist II**. This position is responsible for reviewing motions and making recommendations in a wide variety of civil non-domestic cases; performing legal research as requested by either the Masters or Judges; drafting opinions and orders; training and supervising other employees in the office including paralegals, legal assistants and academic interns; preparing for meetings with the Bar concerning cases; preparing for and assisting with redemption hearings and status conferences in tax sales cases and being on-call for the Judges during their hearings should they require assistance. The Department of Human Resources recommends granting this employment contract.

Fire Department

7. Reclassify the following filled position:

FROM:

TO:

Classification: Operations Officer II

Operations Officer IV

Job Code: 00086

00088

Grade: 927 (\$69,126.00 - \$110,602.00)

931 (\$79,160.00 - \$126,544.00)

Position #: 49798

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$13,146.00 - 4000-437422-2131-228200-601009 (Federal Funds)

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Fire Department to reclassify the above referenced filled position. This position is needed in order to align it with the identified needs of the Office of Emergency Management (OEM) and will function as the Deputy Director of OEM. This position will be responsible for overseeing the administrative needs of the OEM; developing

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Fire Department – cont'd

the performance measures for the budget, as well as representing the agency at budget hearings and other budget related meetings; and reviewing, evaluating, disseminating and integrating OEM operation policies.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

- 8. Create the following two positions:

Classification: Grant Service Specialist II
Job Code: 10216
Grade: 919 (\$38,254.00 - \$60,682.00)
Position #'s: TBD

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$116,428.00 - 4000-482120-2131-228200-601009 (Federal Funds)

The Bureau of Budget and Management Research will assign the position number for the newly created position pending approval by the Board of Estimates.

BACKGROUND/EXPLANATION:

The Fire Department has requested the creation of the above referenced position. The positions are needed in order to align them with the identified needs of the Office of Emergency Management (OEM) and will function as an Emergency Management Planner. This position will be responsible for conducting standard studies and analyses of operations, programs, organizations, and procedures; coordinating planning activities and policies across state, regional, county and local levels; and evaluating the impact of plan implementation and incorporating findings with the ongoing planning process.

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Fire Department – cont'd

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position actions. These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Office of Emergency Management

9. Classify the following position:

FROM:

TO:

Classification: New Position

Operations Assistant III

Job Code: 90000

31106

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

904 (\$51,286.00 - \$82,058.00)

Position #: 53465

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost Savings: (\$9,650.00) - 1001-000000-2132-228200-601061 (General Funds)

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Office of Emergency Management to classify the above position. This position will be responsible for reviewing construction plans in relation to Fire codes. This position will also be responsible for meeting with contractors, owners and architects and support them in plan development and through the approval process.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position actions. This position is to be considered a Position of Trust, in accordance with the policy outlined in the Administrative Manual, Section 200-4.

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BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Department of General Services (DGS)

- 10. **SHANAE WILLIAMS** **\$59,983.00**

Account No. - 2030-000000-1890-189400-601001)

The Department of General Services has requested approval of an employment contract renewal for Shanae Williams, for one-year beginning the date of Board of Estimates approval at a rate of \$31.57 per hour, for 1,900 hours, not to exceed \$59,983.00. This is the same hourly rate as in the previous contract period. Shanae Williams will continue to work as a **Contract Services Specialist II**. This position is responsible for receiving and triaging agency concerns and communication from internal and external customers; generating daily operational reports; assisting with special projects and initiatives to improve agency efficiency and effectiveness; working with agency Safety Officers to monitor and ensure compliance with COVID-19 safety and health guidelines and procedures; maintaining daily logs of operational issues, challenges and needs; managing calendars; accurately recording minutes from meetings; formatting information for internal/external communications and overseeing employee appreciation initiatives. The Department of Human Resources recommends granting this employment contract renewal.

- 11. Reclassify the following vacant position:

FROM:

TO:

Classification:Analyst/Programmer II	Agency IT Specialist I
Job Code: 33144	33147
Grade: 092 (\$54,421.00 - \$66,266.00)	923 (\$65,000.00 - \$104,246.00)
Position #: 50189	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$49,440.00 - 1001-000000-1981-817100-601001 (General Fund)

PERSONNEL

DGS – cont'd

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Department of General Services to reclassify the above position due to the loss of several temporary positions that were assisting the agency IT Division with hardware support. The position will be responsible for preparing reports by collecting, analyzing and summarizing information; collecting data by identifying sources of information, designing survey and collection methods; resolving retrieval problems by altering design to meet requirements; maintaining database by entering data; and installing hardware and peripheral components such as monitors, keyboards, printers and disk drives on users' premises.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Health Department

12. Create the following position:

Classification: Health Program Administrator I
Job Code: 61111
Grade: 923 (\$65,000.00 - \$104,246.00)
Position #: TBD

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$95,085.00 - 4000-403321-3001-568000-601001 (Federal Funds)

The Bureau of Budget and Management Research will assign the position number for the newly created position pending approval by the Board of Estimates.

PERSONNEL

Health Department – cont'd

BACKGROUND/EXPLANATION:

The Department of Health has requested the creation of the above referenced position. The position is needed in order to provide a permanent position for an employee that is currently sitting in a temporary position of Grant Services Specialist that will continue to perform full-time duties. The position will be responsible data management work; which includes social disarmaments health, supporting the local Health Improvement Coalition, and managing and sharing of data between hospital sites, BCHD, and Health Access Maryland (HCAM).

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

- 13. Create the following position:

Classification: Community Health Educator II
Job Code: 61252
Grade: 085 (\$40,896.00 - \$49,277.00)
Position #: TBA

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Costs: \$64,976.00 - 4000-445622-3023-274000-601001 (Federal Funds)

The Bureau of Budget and Management Research will assign the position number for the newly created position pending approval by the Board of Estimates.

BACKGROUND/EXPLANATION:

The Department of Health has requested the creation of the above-mentioned position. The position is needed to provide support to the City Expansion Team, in its outreach initiatives within the program. The position will be responsible for data

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BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Health Department – cont'd

entry tasks, making referrals for clients to obtain ancillary services and developing educational and promotional materials on the Needle Exchange Program. The position is also tasked with conducting presentations on facts, about the prevention of a wide variety of diseases, such as HIV/AIDS, Sexually Transmitted Diseases, Tuberculosis, and other health issues to community groups.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust, in accordance with the policy outlined in the Administrative Manual, Section 200-4.

14. Reclassify the following filled position:

FROM:

TO:

Classification: Operations Manager II

Operations Director I

Job Code: 00091

00093

Grade: 942 (\$97,110.00 - \$160,103.00)

967 (\$111,047.00 - \$183,073.00)

Position #: 14786

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$17,503.00 - 1001-000000-3001-568000-601001 (General Funds)

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Department of Health to reclassify the above referenced filled position. The position is being reclassified to align with peer positions responsible for overall management of daily operations, policy implementation, leadership and budget responsibilities.

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Health Department – cont'd

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

- 15. Reclassify the following filled position:

FROM:

TO:

Classification: Operations Officer IV

Operations Officer V

Job Code: 00088

00089

Grade: 931 (\$79,160.00 - \$126,544.00)

936 (\$86,518.00 - \$138,364.00)

Position #: 47728

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Costs: \$10,120.00.00 - 1001-000000-3001-568000-601001 (General Funds)

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Department of Health to reclassify the above filled position. The Bureau of Administration recently underwent a reorganization which resulted in moving the Office of Public Health Preparedness under the Administration Bureau. This position will be responsible for overseeing the day-to-day aspects of the new bureau, in preparing, developing and implementing the City's readiness planning initiatives.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Department of Housing and Community Development

16. Reclassify the following vacant position:

FROM:	TO:
Classification: Housing Inspector	Ombudsman
Job Code: 42132	81385
Grade: 083 (\$44,263.00 - \$53,504.00)	903 (\$43,388.00 - \$77,376.00)
Position #: 15337	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Costs: \$18,716.00 - 1001-000000-5832-412800-601001 - General Fund

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Department of Housing and Community Development to reclassify the above vacant position due to a need to meet the human services demands of Baltimore City residents. The position responds to inquiries and complaints received by the Office of Ombudsman and conducts interviews. The position serves as a liaison between Baltimore City residents and property owners and/or service providers; and responds to emergency situations including, fires, snow storms, heat waves, and code blue occurrences. The position also establishes confidential files and strategies to ensure resolutions in a timely manner.

Therefore, the Department of Human Resources respectfully requests the Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

17. Reclassify the following vacant position:

FROM:	TO:
Classification: General Superintendent Housing Inspection	Operations Manager I
Job Code: 42136	31114
Grade: 931 (\$79,160.00 - \$126,544.00)	939 (\$91,536.00 - \$150,850.00)
Position #: 15296	

AGENDA

BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Department of Housing and Community Development – cont’d

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$24,257.08 1001-000000-5832-412800-601001 - General Funds

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Department of Housing and Community Development to reclassify the above referenced vacant position. This position is needed to service high-level agency and administration demands with minimal disruption to field operations. This position will be responsible for overseeing the investigation and resolution of confidential and sensitive Administration and Agency problems, complaints and situations; preparing or reviewing appropriate documentation and reports; and formulating data-based strategies, systems, processes, procedures, and long-term strategic goals for the Property Maintenance Operations section.

Therefore, the Department of Human Resources respectfully requests the Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor’s Office of Neighborhoods Safety and Engagement

18. Reclassify the following vacant position:

FROM:	TO:
Classification:Administrative Analyst II	Operations Officer IV
Job Code: 02420	00088
Grade: 923 (\$65,000.00 - \$104,246.00)	931 (\$79,160.00 - \$126,544.00)
Position #: 47767	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Costs: \$7,302.00 - 1001-000000-2255-702300-601001 - General Funds

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Mayor’s Office of Neighborhoods Safety and Engagement (MONSE) to reclassify the above

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PERSONNEL

Mayor’s Office of Neighborhoods Safety and Engagement – cont’d

position. The position has increased in scope and is now responsible for the provision of operational, administrative, and planning support for MONSE’s Community Violence Intervention (CVI) grantees. The position will be responsible for working directly with community-based, hospital, health systems, and institutional partners to ensure consistent delivery of MONSE’s CVI model across the City.

Therefore, the Department of Human Resources respectfully requests the Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor’s Office of Recovery Programs

19. Create the following position:

Classification: Operations Manager III
Job Code: 00092
Grade: 960 (\$103,019.00 - \$169,916.00)
Position #: TBA

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Costs: \$174,840.00 - 4001-442200-1110-842200-601001 - Federal Funds

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Office of Recovery Programs to create the above position. The Office of Recovery Programs was established on July 1, 2021. The Office will be responsible for administering all aspects of the American Rescue Plan Act (ARPA) funding and regularly reporting to the federal government as well as the public. The position will be responsible for overseeing programs authorized throughout the American Rescue Plan Act as well as other legislation to ensure projects are completed on-time and within budget.

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PERSONNEL

Mayor’s Office of Recovery Programs – cont’d

Therefore, the Department of Human Resources respectfully requests the Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Office of Equity and Civil Rights

20. Reclassify the following vacant position:

FROM:	TO:
Classification: Program Compliance Officer II	Research Analyst
Job Code: 31502	34512
Grade: 927 (\$69,126.00 - \$110,602.00)	927 (\$69,126.00 - \$110,602.00)
Position #: 50761	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

There are no costs associated with this project.

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Office of Equity and Civil Rights to reclassify the aforementioned position. The position has been assigned the responsibility to assist with providing data analytics for Baltimore City Code I 39-1, the Equity Assistance Program. The position will be responsible for conducting qualitative and quantitative research, collecting and analyzing data, reporting findings, and managing the equity dashboard and website.

Therefore, the Department of Human Resources respectfully requests the Board’s approval of the above-listed position actions. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

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PERSONNEL

Office of the Mayor

21. Reclassify the following vacant position:

FROM:	TO:
Classification: Operations Officer II	Operations Officer IV
Job Code: 00086	00088
Grade: 927 (\$69,126.00 - \$110,602.00)	931 (\$79,160.00 - \$126,544.00)
Position #: 46904	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

There are no costs associated with this project.

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Office of the Mayor to reclassify the above position. The position is being reclassified to align with peer positions performing similar functions.

Therefore, the Department of Human Resources respectfully requests the Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Enoch Pratt Free Library

22. Reclassify the following filled position:

FROM:	TO:
Classification: Operations Officer I	Operations Officer II
Job Code: 00085	00086
Grade: 923 (\$65,000.00 - \$104,246.00)	927 (\$69,126.00 - \$110,602.00)
Position #: 15605	

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PERSONNEL

Enoch Pratt Free Library – cont'd

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Costs: \$8,400.00 - 1001-000000-4501-338900-601001 - General Funds

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Enoch Pratt Free Library to reclassify the above filed position. The position’s duties and responsibilities has increased in scope and is now this position is responsible for supervising staff in the Print & Design Studio, serving as the managing editor of the “Compass” magazine that is distributed to 30,000 plus households and 60,000 households digitally. The position is responsible for working across the different sites to manage all Library exhibits and manages the division’s budget.

Therefore, the Department of Human Resources respectfully requests the Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of General Services

23. Reclassify the following filled position:

FROM:	TO:
Classification:Analyst/Programmer II	Agency IT Specialist I
Job Code: 33144	33147
Grade: 092 (\$54,421.00 - \$66,266.00)	923 (\$65,000.00 - \$104,246.00)
Position #: 50189	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$49,440.00 - 1001-000000-1981-817100-601001 - General Fund

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Department of General Services to reclassify the above position due to the loss of

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PERSONNEL

Department of General Services – cont'd

several temporary positions that were assisting the agency IT Division with hardware support. The position will be responsible for preparing reports by collecting, analyzing and summarizing information; collecting data by identifying sources of information, designing survey and collection methods; resolving retrieval problems by altering design to meet requirements; maintaining database by entering data; and installing hardware and peripheral components such as monitors, keyboards, printers and disk drives on users' premises.

Therefore, the Department of Human Resources respectfully requests the Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works

24. Create the following position:

Classification: WWW Division Manager II
Job Code: 10233
Grade: 942 (\$97,110.00 - \$160,103.00)
Position #: TBD

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Cost: \$174,539.00 - 2070-000000-5501-396600-601001 - Waste Water Fund

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Department of Public Works to create a WWW Division Manager II position to oversee the Laboratory Division. These duties were previously split between two Division Managers. Due to increasing regulatory requirements, the Laboratory Division needs its own Division Manager. The position will formulate metrics to increase productivity and efficiency, maintain laboratory certifications, prepare and submit reports to ensure compliance with State and local regulations, conduct water quality investigations, and strategize to address potential water issues.

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PERSONNEL

Department of Public Works – cont’d

Therefore, the Department of Human Resources respectfully requests the Board’s approval of the above-listed position actions. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

25. Reclassify the following vacant position:

FROM:	TO:
Classification: Office Support Specialist II	Contract Administrator II
Job Code: 33212	72412
Grade: 075 (\$31,138.00 - \$35,394.00)	089 (\$47,971.00 - \$58,241.00)
Position #: 23462	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Costs: \$21,027.00 - 2070-000000-5501-396900-601001 - Waste Water Funds

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Department of Public Works to reclassify the above vacant position. This position is needed to assist in reviewing and analyzing contractors and vendors estimates and justifications for reimbursements, compiling documents and reports, coordinating the submission of contractors’ plans and estimates and reviewing specifications for completion

Therefore, the Department of Human Resources respectfully requests the Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Recreation and Parks

26. Reclassify the following vacant position:

FROM:	TO:
Classification: Office Support Specialist III	Agency IT Associate
Job Code: 33213	33146
Grade: 078 (\$33,082.00- \$38,149.00)	907 (\$60,430.00 - \$96,777.00)
Position #: 50773	

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PERSONNEL

Department of Recreation and Parks – cont'd

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Costs: \$47,344.00 - 1001-000000-4711-361900-601001 - General Funds

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Department of Recreation and Parks to reclassify the above vacant position. The position installs monitor's, keyboards, disk drives, operating systems, network components and office applications. The position also provides support to end users, places hardware into production, connects users to networks and provides initial training in facilities and applications.

Therefore, the Department of Human Resources respectfully requests the Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

27. **MATTHEW RESCOTT**

\$ 79,442.08 - 1001-000000-4783-583800-601009 – General Funds

The Department of Recreation and Parks has requested approval of an employment contract renewal for Matthew Rescott, for one-year beginning the date of Board of Estimates approval at a rate of \$41.68 per hour, for 1,906 hours, not to exceed \$79,442.08. This is a 3% increase in the hourly rate from the previous contract period. Matthew Rescott will continue to work as a Contract Services Specialist II. This position is responsible for coordinating and reviewing infrastructure design and construction; notifying Forestry Specialists of input and recommendations; ensuring all discovered technical specification discrepancies are collected and forwarded to the assigned project managers. The Department of Human Resources recommends granting this employment contract renewal.

28. **NICHOLAS H. OSTER**

\$51,252.34 – 1001-000000-4783-796600-601009 – General Funds

The Department of Recreation and Parks has requested approval of an employment contract renewal for Nicholas H. Oster, for one-year beginning the

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PERSONNEL

Department of Recreation and Parks – cont'd

date of Board of Estimates approval at a rate of \$26.89 per hour, for 1,906 hours, not to exceed \$51,252.34. This is a 3% increase in the hourly rate from the previous contract period. Nicholas H. Oster will continue to work as a Contract Services Specialist II. This position is responsible for leading the contracted workforce development crews in the production of wood products which include educating the workforce crew on operations and equipment for the productions of Camp Small products; operating heavy equipment for the sorting of incoming materials into their assigned areas and maintaining order and cleanliness; daily sorting of mulch, compost, brush and logs, keeping materials free of trash and foreign debris; researching, tracking and reporting data which includes conducting studies and preparing reports; typing data into computer programs; representing the Department on the security of Camp Small and the safekeeping of its products and maintaining communication channels with crews and supervisors. The Department of Human Resources recommends granting this employment contract renewal.

29. **SHELBY MONTGOMERY**

\$38,000.00 - 6000-680522-4792-656200-601009 Special Grants

The Department of Recreation and Parks has requested approval of an employment contract for Shelby Montgomery, for one-year beginning the date of Board of Estimates approval at a rate of \$20.00 per hour, for 1,900 hours, not to exceed \$38,000.00. Shelby Montgomery will work as a Contract Services Specialist II. This position is responsible for directing a nature-based full-day childcare program for children ages 18 months to 5 years old, a nature-based half day preschool program for children ages 3-5 years old, a caregiver-child program for children ages 18 months – 3 years old and their caregivers and the Mother Nature Story time program; mentoring support staff including teachers, interns and volunteers in understanding and implementing nature-based curriculum. The Department of Human Resources recommends granting this employment contract.

30. **MONICA FRENCH**

\$32,400.00 - 6000-680522-4792-656200-601009 - Special Grants

The Department of Recreation and Parks has requested approval of an employment contract renewal for Monica French, for one-year beginning the date

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PERSONNEL

Department of Recreation and Parks – cont'd

of Board of Estimates approval at a rate of \$24.00 per hour, for 1,350 hours, not to exceed \$32,400.00. This is the same hourly rate as in the previous contract period. Monica French will continue to work as a Contract Services Specialist II. This position is responsible for directing a nature-based full-day childcare program for children ages 18 months to 5 years old, a nature-based half day preschool program for children ages 3-5 years old, a caregiver-child program for children ages 18 months – 3 years old and their caregivers and the Mother Nature Story time program.; mentoring support staff including teachers, interns and volunteers in understanding and implementing nature-based practices; leading trainings for other educators on nature-based practices, spreading the mission of Wild Haven at Recreation and Parks into the teaching community throughout the East Coast; connecting with the local community in Baltimore City and beyond through outreach, marketing opportunities and special events; communicating with prospective and current families via telephone, email and in person; enrolling new families, creating invoices, and managing enrollment through RecPro; designing classroom spaces that reflect developmentally appropriate learning for children ages 3-5; updating developmentally appropriate curriculum for children ages 3 to 5 years old; facilitating teachers to lead groups of 10 to 12 preschoolers for hikes and ensuring their safety. The Department of Human Resources recommends granting this employment contract renewal.

Department of Transportation

31. MONICA FRENCH

Reclassify the following vacant position:

FROM:	TO:
Classification: Operations Officer V	Operations Manager II
Job Code: 00089	00091
Grade: 936 (\$86,518.00 - \$138,364.00)	942 (\$97,110.00 - \$160,103.00)
Position #: 35827	

AMOUNT OF MONEY AND SOURCE OF FUNDS:

There are no costs associated with this project.

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BOARD OF ESTIMATES

2/2/2022

PERSONNEL

Department of Transportation – cont'd

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Department of Transportation to reclassify the aforementioned position. The position is being reclassified to align with peer senior management positions within the agency.

Therefore, the Department of Human Resources respectfully requests the Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Fire Department

32. Reclassify the following vacant position:

FROM:

TO:

Classification: Deputy Fire Chief

Operations Manager I

Job Code: 12599

00090

Grade: 84F (\$144,845.00 flat)

939 (\$91,536.00 - \$150,850.00)

AMOUNT OF MONEY AND SOURCE OF FUNDS:

There are no costs associated with this action.

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Fire Department to reclassify the above vacant position. The prior Deputy Fire Chief (sworn classification) in charge of IT and Communications retired in 2021. The Fire Department completed an assessment and determined that the manager for the IT and Communications duties can be performed by a non-sworn position. The position will be responsible for the overall management of the 911, Fire Dispatch and IT Operations.

Therefore, the Department of Human Resources respectfully requests the Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Baltimore City Sherriff's Office

33. **KIM MORTON**

\$46,800.00 - 1001-000000-1181-138800-601001 – General Funds

The Baltimore City Sherriff's Office has requested approval of an employment contract for Kimberly L. Morton, retiree, for one-year beginning the date of Board of Estimates approval or February 2, 2022, whichever one comes later at a rate of \$150.00 per hour, for 312 hours, not to exceed \$46,800.00. However, the Sheriff's Office is requesting a waiver of the Administrative Manual 212-1, Part I, on the hourly rate portion of the AM. Kimberly L. Morton will work as a Contract Services Specialist I. This position will be responsible for coordinating and standardizing processes and procedures to improve, enhance fiscal and administrative operations and prevent waste on behalf of the fiscal office of the Sheriff. The Department of Human Resources recommends granting this employment contract.

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BOARD OF ESTIMATES

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Bureau of the Budget and – Fiscal 2023 Budget Planning Calendar Management Research

In accordance with Article VI, Section 3, of the Charter of Baltimore City (2019 Edition), the below, and attached, schedule for preparing the Fiscal 2023 Budget is recommended for adoption by your Honorable Board. These dates are preliminary and subject to change.

Budget Calendar Fiscal 2023 Planning		
Item	Date	Description
Preliminary Budget at BOE	April 6, 2022	Transmittal of Department of Finance Recommendations to Board of Estimates
Special Meeting of the BOE	April 13, 2022	Presentation on the Fiscal 2023 budget with agency heads at 11am via Webex
Taxpayer's Night	April 13, 2022	Taxpayer's Night, including a presentation on the Fiscal 2023 budget and public testimony, at 6pm via Webex
Ordinance at BOE	May 4, 2022	Board of Estimates adopts proposed Ordinance of Estimates. This includes transmittal of the Executive Summary Budget Book
Publish Ordinance	May 16, 2022	Publication of a copy of proposed Ordinance of Estimates in two daily Baltimore City newspapers
Ordinance at City Council	May 16, 2022	Introduction of proposed Ordinance of Estimates to City Council
Agency Detail Book	May 16, 2022	Transmittal of the Agency Detail Budget Book to City Council
Ordinance Passage	<i>no later than</i> June 24, 2022	Passage of Ordinance of Estimates for Fiscal Year ending June 30, 2023

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BOARD OF ESTIMATES

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Bureau of the Budget and - Appropriation Adjustment Order #11 Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve the following Appropriation Adjustment Order: a special fund transfer of \$500,000.00 in unallocated Federal Funds from M-R: American Rescue Plan Act, Service 111: Economic Recovery to M-R: Art and Culture, Service 824: BOPA - Events, Art, Culture and Film.

The Board of Estimates previously approved this interagency agreement on November 24, 2021.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

This award requires a transfer of \$500,000 from unallocated Federal Funds in Service 111: Economic Recovery to Service 824: BOPA - Events, Art, Culture and Film.

FROM	TO
4001-442200-1110-812100-607004	4001-442206-4931-378700-607001

BACKGROUND AND EXPLANATION:

The Coronavirus State and Local Fiscal Recovery Fund provided by the American Rescue Plan Act of 2021 (ARPA) has provided \$641 million in one-time funding to the City of Baltimore in response to the COVID-19 public health emergency and its negative economic impacts. Mayor Brandon M. Scott has allocated \$25 million for the establishment of an Economic Recovery Fund for organizations impacted by the COVID-19 public health emergency.

The Mayor’s Office of Recovery Programs has awarded ARPA funding in the amount of \$500,000.00 to the Baltimore Office of Promotion and the Arts, Inc. to provide financial and technical assistance to individual artists in Baltimore City negatively impacted by the COVID-19 public health emergency. The term of the agreement is from November 1, 2021 through December 31, 2022.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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BOARD OF ESTIMATES

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Bureau of the Budget and – Appropriation Adjustment Order #17
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve the following Appropriation Adjustment Order: a special fund transfer from MR: American Rescue Plan Act for \$1,268,058.00 in unallocated Federal Funds from Service 111: Economic Recovery to Service 758: Coordination of Public Safety Strategy - Administration, for \$8,535,000.00 in unallocated Federal Funds from Service 111: Economic Recovery to Service 618: Neighborhood Safety and Engagement, and for \$453,770.00 in unallocated Federal Funds from Service 111: Economic Recovery to Service 617: Criminal Justice Coordination.

The Board of Estimates previously approved this interagency agreement on November 17, 2021.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

This award requires a transfer of \$1,268,058.00 from unallocated Federal Funds in Service 111: Economic Recovery to Service 758: Coordination of Public Safety Strategy - Administration.

FROM	TO
4001-442200-1110-812100-607004	4001-442207-2252-655400-607001

This award requires a transfer of \$8,535,000.00 from unallocated Federal Funds in Service 111: Economic Recovery to service 618: Neighborhood Safety and Engagement.

FROM	TO
4001-442200-1110-812100-607004	4001-442207-2255-843700-607001

This award requires a transfer of \$453,770.00 from unallocated Federal Funds in Service 111: Economic Recovery to Service 617: Criminal Justice Coordination.

FROM	TO
4001-442200-1110-812100-607004	4001-442207-2254-843800-607001

AGENDA

BOARD OF ESTIMATES

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Bureau of the Budget and – cont'd
Management Research

BACKGROUND AND EXPLANATION:

The Mayor's Office of Recovery Programs has awarded funding from the Coronavirus State and Local Fiscal Recovery Fund provided by the American Rescue Plan Act of 2021 in the amount of \$50,000,000 to the Mayor's Office of Neighborhood Safety and Engagement to conduct community violence intervention programs. Funding in the amount of \$10,256,828.00 will be distributed during the second half of Fiscal 2022.

The purpose of the agreement is to provide funding for the group violence reduction strategy, community violence intervention, re-entry services, neighborhood engagement, victim services, youth and trauma, and additional administrative support. The term of this Agreement began on November 17, 2021 and will end on December 31, 2024, unless terminated earlier in accordance with this Agreement.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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BOARD OF ESTIMATES

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Bureau of the Budget and – Appropriation Adjustment Order #18
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve the following Appropriation Adjustment Order: a special fund transfer from MR: American Rescue Plan Act for \$10,796,163.00 in unallocated Federal Funds from Service 111: Economic Recovery to Service 795: Workforce Services for Baltimore Residents and for \$4,203,837.00 in unallocated Federal Funds from Service 111: Economic Recovery to Service 798: Youth Works Summer Job Program.

The Board of Estimates previously approved this interagency agreement on November 24, 2021.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

This award requires a transfer of \$10,796,163.00 from unallocated Federal Funds in Service 111: Economic Recovery to Service 795: Workforce Services for Baltimore Residents.

FROM	TO
4001-442200-1110-812100-607004	4001-442208-6312-457705-607001

This award requires a transfer of \$4,203,837 from unallocated Federal Funds in Service 111: Economic Recovery to service 798: Youth Works Summer Job Program.

FROM	TO
4001-442200-1110-812100-607004	4001-442208-6397-482005-607001

BACKGROUND AND EXPLANATION:

The Mayor’s Office of Recovery Programs has awarded funding from the Coronavirus State and Local Fiscal Recovery Fund provided by the American Rescue Plan Act of 2021 in the amount of \$15,000,000.00 to the Mayor’s Office of Employment Development to mitigate the negative economic impacts of the COVID-19 public health emergency.

AGENDA

BOARD OF ESTIMATES

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Bureau of the Budget and – cont'd
Management Research

The purpose of the agreement is to provide funding for subsidized transitional employment, occupational training in high-demand industries, workforce supports, summer youth employment, school-year youth employment, and administrative support. The term of the agreement begins on the date the agreement is approved by the Board and shall terminate on December 31, 2024.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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BOARD OF ESTIMATES

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Bureau of the Budget and – Appropriation Adjustment Order #19
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve the following Appropriation Adjustment Order: a special fund transfer from MR: American Rescue Plan Act for \$29,400,000.00 in unallocated Federal Funds from Service 111: Economic Recovery to Service 315: Emergency Services – Health.

The Board of Estimates previously approved this interagency agreement on November 17, 2021.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

This award requires a transfer of \$29,400,000.00 from unallocated Federal Funds in Service 111: Economic Recovery to Service 315: Emergency Services – Health.

FROM	TO
4001-442200-1110-812100-607004	4001-442202-3150-815501 -607001

BACKGROUND AND EXPLANATION:

The Mayor’s Office of Recovery Programs has awarded funding from the Coronavirus State and Local Fiscal Recovery Fund provided by the American Rescue Plan Act of 2021 in the amount of \$29,400,000.00 to the Baltimore City Health Department to respond to the COVID-19 public health emergency and mitigate its negative economic impacts.

The purpose of the agreement is to provide funding for contact tracing, PPE, testing, vaccination, programs to combat food insecurity for older adults, and other operational support. The term of this Agreement shall begin on the date of approval by the Board of Estimates (“Board”) and end on December 31, 2024, unless terminated earlier in accordance with this Agreement.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

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Bureau of the Budget and – Appropriation Adjustment Order #21
Management Research

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve the following Appropriation Adjustment Order: a special fund transfer of \$6,000,000.00 in unallocated Federal Funds from M-R: American Rescue Plan Act, Service 111: Economic Recovery to Service 168: Municipal Broadband.

The Board of Estimates previously approved this interagency agreement on December 15, 2021.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

This award requires a transfer of \$6,000,000.00 from unallocated Federal Funds in Service 111: Economic Recovery to Service 168: Municipal Broadband.

FROM	TO
4001-442200-1110-812100-607004	4001-442205-1680-843900-603026

BACKGROUND AND EXPLANATION:

The Mayor’s Office of Recovery Programs has awarded funding from the Coronavirus State and Local Fiscal Recovery Fund provided by the American Rescue Plan Act of 2021 in the amount of \$6,000,000.00 to the Mayor’s Office of Broadband and Digital Equity to build broadband infrastructure and expand access to broadband internet service.

The purpose of the agreement is to provide funding to construct and operate public Wi-Fi hotspots in a set of neighborhoods in West Baltimore, design and commission an air-gapped network for public Wi-Fi, extend the City’s fiber internet network to more than 20 recreation centers, and fund administrative costs for community engagement, construction design and oversight, and network operations. The term of the agreement begins on the date the agreement is approved by the Board and shall terminate on December 31, 2023.

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BOARD OF ESTIMATES

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Bureau of the Budget and – cont'd
Management Research

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of General Services – Amendment to Consent Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Consent Agreement to transfer a City contract from Constellation New Energy, Inc to Constellation Energy Solutions, Inc.

AMOUNT AND SOURCE OF FUNDS:

N/A - No additional expenditure of City Funds

BACKGROUND/EXPLANATION:

On September 21, 2011, the City entered a contract with Constellation New Energy, Inc for the Baltimore Convention Center. This Energy Performance Contract had a total project cost of \$10,742,760.00. Ongoing services include measurement and verification and maintenance and services. Constellation New Energy, Inc is conducting a corporate reorganization and contracts will be transferred to CNE's wholly owned subsidiary, Constellation Energy Solutions, LLC.

The Consent Agreement recognizes that the City consents to the reorganization and/or assignment.

MBE/WBE PARTICIPATION:

Not applicable

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

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Fire & Police Employees' Retirement System – Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve the Subscription Agreement for its investment in Dalfen Last Mile Industrial Fund V, LP.

AMOUNT OF MONEY AND SOURCE:

No General Fund monies are involved in this transaction. The F&P will pay DI Investment Management LP, an industrial real estate manager, an average \$250,000.00 annual fee (1.25%) to manage its initial investment of approximately \$20,000,000.00. The investment fee, along with all other management fees and expenses, will be netted out of investment proceeds.

BACKGROUND AND EXPLANATION:

The F&P Board of Trustees conducted a search for a real estate manager and, as a result of that search, selected DI Investment Management LP to accept an initial investment of \$20,000,000.00 to be placed with Dalfen Last Mile Industrial Fund V, LP. The search and selection process was conducted with the assistance and advice of F&P's investment advisor, New England Pension Consulting.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON JANUARY 21, 2022.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Employees' Retirement System – Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Employees' Retirement System acting as fiduciaries for the Retiree Benefits Trust of the City of Baltimore ("OPEB Trust") to approve its Subscription Agreement for its investment in Reverence Capital Partners Opportunity Fund III, LP.

AMOUNT OF MONEY AND SOURCE:

No General Fund monies are involved in this transaction. All funds and expenses will be expended from the ERS. Reverence Capital Partners, LLC, a private equity fund manager, will be managing an initial investment of \$4,000,000.00 of OPEB funds in Reverence Capital Partners Opportunity Fund III, LP a financial services industry private equity fund.

BACKGROUND AND EXPLANATION:

The ERS Board of Trustees conducted a search for a private equity investment manager on behalf of the Retiree Benefits Trust and as a result of that search, selected Reverence Capital Partners LLC, a private equity fund manager specializing in financial service companies to accept an initial investment of \$4,000,000.00 to be placed with Reverence Capital Partners Opportunity Fund III LP. The search and selection were conducted with the advice of ERS' investment advisors.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON JANUARY 21, 2022.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Employees' Retirement System – Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve the Subscription Agreement for its investment in Reverence Capital Partners Opportunity Fund III, LP.

AMOUNT OF MONEY AND SOURCE:

No General Fund monies are involved in this transaction. All funds and expenses will be expended from the ERS. Reverence Capital Partners, LLC, a private equity fund manager, will be managing an initial investment of \$30,000,000.00 of ERS funds in Reverence Capital Partners Opportunity Fund III, LP a financial services industry private equity fund.

BACKGROUND AND EXPLANATION:

The ERS Board of Trustees conducted a search for a private equity investment manager and as a result of that search, selected Reverence Capital Partners LLC, a private equity fund manager specializing in financial service companies to accept an initial investment of \$30,000,000.00 to be placed with Reverence Capital Partners Opportunity Fund III LP. The search and selection was conducted with the advice of ERS investment advisors.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON JANUARY 21, 2022.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Finance – Master Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Master Services Agreement between the Mayor and City Council of Baltimore, acting by and through its Department of Finance and Paymentus Corporation. The period of the Agreement is effective upon Board approval through December 31, 2029.

AMOUNT OF MONEY AND SOURCE:

\$96,760.00 - 1001-000000-1480-166500-603018

BACKGROUND/EXPLANATION:

The Department of Finance seeks to enter into a Master Services Agreement with Paymentus Corporation to provide a full-featured electronic billing and payment solution. This platform will allow City residents and non-residents to make payments in a variety of ways, including, but not limited to, online, mobile, and walk-in locations.

MBE/WBE PARTICIPATION:

MWBOO granted a waiver on January 19, 2022, due to no opportunity to segment the work, as the software is proprietary.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Settlement Agreement and Release for a lawsuit against the City filed by Donald Stockton for a personal injury claim arising from a motor vehicle accident that occurred on or about March 16, 2017.

AMOUNT OF MONEY AND SOURCE:

\$40,000.00 - 2036-000000-1752-175200-603070

BACKGROUND/EXPLANATION:

Plaintiff's 1998 Chevrolet Truck was incapacitated in the right lane of traffic on the Hanover Street Bridge, without hazard lights on. Andrew Durham, driver of the City's vehicle (Sheriff's Dept./2008 Chevy Impala), believed that Plaintiff's truck was moving, and looked down "for a moment". When he looked up, he had no time to stop and rear-ended the Plaintiff's truck, severely damaging the rear, left side and left rear corner, and injuring Mr. Stockton. The cost of his care thus far has been \$11,480.01 and he anticipates some future medical expenses. There is no question that the driver of the City vehicle was negligent, as he failed to give full time and attention to the traffic ahead of him.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFERS OF FUNDS

* * * * *

The Board is requested to approve
the Transfer of Funds

listed on the following pages:

44 - 45

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works/Bureau of Water & Wastewater (DPW)</u>			
1.	\$5,100,000.00 Stormwater Revenue Bond	9958-905055-9522 MS4 Permit Require- ments	9958-905999-9525 - 6 Construction

The transfer will provide funds to cover the costs associated with the South Baltimore Gateway Community – DPW Grant Agreement for Middle Branch Shoreline Restoration as specified in that agreement.

Department of Transportation (DOT)

2.	\$ 50,000.00 State Constr. Rev – FY '22	9950-903846-9515 Construction Reserve Resurfacing – Northeast	9950-906290-9514 Resurfacing NE I TR 22010
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This transfer will cover the costs of advertisement, printing, and other related costs associated with Project No. TR 22010 “Resurfacing NE I”, in the amount of \$50,000.00.

3.	\$ 50,000.00 State Constr. Rev – FY '22	9950-908214-9515 Construction Reserve Resurfacing – Northwest	9950-904291-9514 Resurfacing NW II TR 22011
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This transfer will cover the costs of advertisement, printing, and other related costs associated with Project No. TR 22011 “Resurfacing NW II”, in the amount of \$50,000.00.

AGENDA

BOARD OF ESTIMATES

2/2/2022

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DOT</u> – cont'd			
4.	\$ 50,000.00 State Constr. Rev – FY '22	9950-909215-9515 Construction Reserve Resurfacing – Southwest	9950-904292-9514 Resurfacing SW III TR 22012

This transfer will cover the costs of advertisement, printing, and other related costs associated with Project No. TR 22012 “Resurfacing SW III”, in the amount of \$50,000.00.

Department of Housing and Community Development

5.	\$995,000.00 General Fund Revenue	9910-949002-9587 Urgent Need Stabilization Prog.	9910-905176-9588 Urgent Needs Stabilize- Demo
	\$ 5,000.00 4 th Comm & Eco Dev <u>Bonds</u>	-----	9910-905176-9588 Urgent Needs Stabilize-Demo
	<u>\$1,000,000.00</u>		

This fund transfer will be used to demolish or stabilize building selected by DHCD due to their poor structural condition, as part of an overall neighborhood revitalization strategy in DHCD target areas. With a large backlog of vacant buildings in near-emergency condition throughout the City, these funds are vital to the rapid stabilization of distressed blocks in West and East Baltimore. DHCD demolitions funded will support urban renewal by clearing the way for redevelopment and re-use, contributing to the gradual recovery of the local housing market.

INFORMAL AWARDS

* * * * *

The Board is requested to approve
the Renewals, Increases to Contracts,
Sole Source, Selected Source and Extensions

listed on the following pages:

47 - 65

The Board is also requested to approve and authorize
execution of the Agreements as to form and legal
sufficiency.

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

1. The Board is requested to approve a renewal of **Contract Number B50005627 – Chemical Root Application and CCTV Inspections for Sanitary Sewer Systems** to Duke's Root Control, Inc. at 1020 Hiawatha Blvd West, Syracuse, NY 13204. Period covered is March 15, 2022 through March 14, 2023 with one, one-year renewal option remaining.

AMOUNT OF MONEY AND SOURCE FUNDS:

\$500,000.00 - Account No.: Various

BACKGROUND/EXPLANATION:

On March 13, 2019, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve first of the two, one-year renewal options available on this contract.

The above amount is the City’s estimated requirement; however, the contractors shall supply the City’s entire requirement, be it more or less.

P.O No.: P547206 - Agency: Dept. of Public Works

CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on March 13, 2019	\$ 3,500,000.00
2. 1 st Renewal pending approval by the Board	<u>\$ 500,000.00</u>
3. Total Contract Value	\$ 4,000,000.00

MBE/WBE PARTICIPATION:

On November 22, 2018, MWBOO set goals of 15% MBE and 7% WBE. Duke's Root Control, Inc., was found in compliance on December 14, 2021.

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

LIVING WAGE:

Applicable.

LOCAL HIRING:

Applicable.

- The Board is requested to approve a renewal of **Contract Number B50006134 – Ferric Chloride for Wastewater** with Kemira Water Solutions, Inc., at 4321 West 6th Street, Lawrence, KS 66049. Period covered is December 16, 2021 through December 15, 2022 with three, one-year renewal options remaining.

AMOUNT OF MONEY AND SOURCE FUNDS:

\$7,500,000.00 - Account No.: Various

BACKGROUND/EXPLANATION:

On December 23, 2020, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. This is the first of the four 1-year renewal options. This renewal will provide the required supply of ferric chloride for the Back river and Patapsco Wastewater Treatment Plants.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

P.O. No.: P553523 - Agency: DPW –Water and Wastewater

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on December 23, 2020	\$ 5,712,000.00
2. 1 st Renewal pending Board approval	<u>\$ 7,500,000.00</u>
Total Contract Value	\$ 13,212,000.00

MBE/WBE PARTICIPATION:

On October 14, 2020, it was determined that no goals would be set because of no opportunity to segment the contract.

LOCAL HIRING:

Applicable.

LIVING WAGE:

Not Applicable.

- The Board is requested to approve a renewal of **Contract Number 08000 – O.E.M. Parts and Repair Service for Pavement Marking Equipment on M-B Companies Pavement Marking Truck Body** with M-B Companies, Inc. of WI, at 1615 Wisconsin Avenue, New Holstein, WI 53061. Period covered is April 8, 2022 through April 7, 2023, with two, one-year renewal options remaining. This meets the conditions that there is no advantage in seeking competitive responses.

AMOUNT OF MONEY AND SOURCE FUNDS:

No additional funds requested. - Account No.: Various

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement – cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On April 8, 2020, the Board approved an initial award as shown in the Contract Value Summary below. The Board is requested to approve the first of three-renewal option.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

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

P.O. No.: P550963 - Agency: Department of General Services - Fleet

CONTRACT VALUE SUMMARY:

Initial Award approved by the Board on April 8, 2020	\$ 200,000.00
1 st Renewal pending Board approval	\$ <u>0.00</u>
Total Contract Value	\$ 200,000.00

MBE/WBE PARTICIPATION:

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

LOCAL HIRING:

Not applicable.

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement – cont'd

LIVING WAGE:

Not applicable.

4. The Board is requested to approve a renewal of **Contract Number B50003752 – Police Human Capital Resource Management** with eResourcePlanner, Inc. at P.O. Box 12341, Glendale, AZ 85318. The renewal period is January 21, 2022 through January 20, 2023 with no renewal options remaining.

AMOUNT OF MONEY AND SOURCE FUNDS:

\$150,000.00 - Account No.: 5000-514220-2041-220100-606007

BACKGROUND/EXPLANATION:

On July 21, 2015, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. This is the fifth of five, one-year renewal options. The renewal will provide continuation of the software subscription for Baltimore Police Department's current workforce management system, known as eResource, which is used for managing staff including scheduling.

The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

P.O. No.: P529920 - Agency: Baltimore Police Department

CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on July 21, 2015	\$ 433,000.00
2. Correction approved by the Board February 15, 2017	\$ 0.00
3. 1st Renewal approved by the Board on February 28, 2018	\$ 86,000.00

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement – cont'd

4. Increase approved by the City Purchasing Agent on August 21, 2018	\$	50,000.00
3. 2 nd Renewal approved by the Board on December 12, 2018	\$	136,000.00
4. 3 rd Renewal approved by the Board on January 8, 2020	\$	140,080.00
5. Amendment I approved by the Board on June 24, 2020	\$	125,000.00
6. 4 th Renewal approved by the Board on February 3, 2021	\$	150,000.00
7. 5 th Renewal pending Board approval	\$	<u>150,000.00</u>
Contract value summary		<u>\$1,127,080.00</u>

MBE/WBE PARTICIPATION:

On September 17, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

EMPLOY BALTIMORE:

Applicable.

LIVING WAGE:

Not Applicable.

5. The Board is requested to approve ratification and renewal of **Choice Partners Cooperative Contract Number 18/072KC-06 Industrial Equipment for Rent, Lease or Purchase** with United Rentals (North America), Inc. at 8200 Citation Road, Baltimore, MD 21221. Ratification period covered is October 17, 2021, through February 2, 2022. The renewal period is February 3, 2022 through October 16, 2022. There are no renewal options remaining. This request meets the condition that there is no advantage in seeking competitive responses.

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement – cont'd

AMOUNT OF MONEY AND SOURCE FUNDS:

Ratification	\$ 0.00
Renewal	<u>\$ 0.00</u>
Total Requested	\$ 0.00 - Account No.: Various

BACKGROUND/EXPLANATION OR STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 18, 2019, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to ratify spending resulting from the agency continuous use of the vendor. A renewal is requested in order to continue City agencies to rent, lease or purchase industrial equipment, including but not limited to the trench boxes that are necessary for repairs to water main breaks.

The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

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

P.O. No.: P550018 - Agency: DPW, DOT, etc.

CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on December 18, 2019	\$ 800,000.00
2. 1 st Renewal approved by the Board on October 7, 2020	\$ 0.00
3. Ratification and 2 nd Renewal pending Board approval	<u>\$ 0.00</u>
Total Contract Value	\$ 800,000.00

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize minority and women’s business enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

EMPLOY BALTIMORE:

Not applicable.

LIVING WAGE:

Applicable.

- The Board is requested to approve an increase of **Contract Number B50006014 – Badges – Names Plates** to the vendors listed below. Contract expires September 15, 2022.

The Irvin Hahn Co., Inc.
 1830 R Worcester Street
 Baltimore, MD 21230
 Items: 24-26, 29, 31-34,
 36-40, 42-45, 56-71, 73-75

Metis, Inc.
 2712 Dorchester Drive
 OKC, OK 73120
 Items: 2-23, 27 & 28, 30,
 35, 41, 46-55, 72, 76 & 77

AMOUNT OF MONEY AND SOURCE FUNDS:

\$20,000.00 - Account Nos.: Various

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement – cont'd

BACKGROUND/EXPLANATION:

On September 16, 2020, the Board approved an initial award and subsequent actions as shown in the Contract Value Summary below. The Baltimore Sheriff's Office is requesting to be added to the current contract and add funding to supply the department with badges.

The requested action is for an increase of a competitively bid requirements contract. The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

P.O. Nos.: P552726 & P552727- Agency: BFD & DOT

CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on September 16, 2020	\$ 49,394.00
2. Increase approved by the Board on December 8, 2021	\$ 22,000.00
3. Increase pending Board approval	<u>\$ 20,000.00</u>
Total contract value	\$ 91,394.00

MBE/WBE PARTICIPATION:

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

EMPLOY BALTIMORE:

Not applicable.

LIVING WAGE:

Not applicable.

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

- The Board is requested to approve an increase of **Contract Number 06000 - Aero-Transport Providers Medical Claims** with Rocky Mountain Holdings, LLC at 621 E. Carnegie Drive, Suite 210, San Bernardino, CA 92408. The contract expires on May 31, 2022. This request meets the condition that there is no advantage in seeking competitive responses.

AMOUNT OF MONEY AND SOURCE FUNDS:

\$800,000.00 - Account No.: 5000-524020-3150-271300-603026

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On July 14, 2021, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve an increase required due to increased medical claims submitted by variety of Aero-Transport Providers that are State-Approved Medicare/Medicaid providers. The City pays the medical claims and the State reimburses the City at 100% pass through rate for performing this service on their behalf. The Baltimore City Health Department (BCHD) and the City of Baltimore have no contractual relationship with, and play no part in, the selection of these providers. BCHD merely reviews claims and act as a conduit of grant funds as an agent of Maryland Department of Health (MDH). Authority is requested for funding to pay vetted pending claims.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

P.O. No.: P554876 - Agency: Health Dept.

CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on July 14, 2021	\$100,000.00
2. Increase pending Board approval	<u>\$800,000.00</u>
Total Value Summary	\$900,000.00

MBE/WBE PARTICIPATION:

On June 11, 2021, it was determined that no goals would be set because of no opportunity to segment the contract. The claims review service is performed in-house by the Health Department.

EMPLOY BALTIMORE:

Not applicable.

LIVING WAGE:

Applicable.

- 8. The Board is requested to approve an award of **Contract Number 08000 – Annual Maintenance and Inventory for Helicopter Fleet** with Traxxall Services Inc at 9526 Argyle Forest Blvd. STE B2 #373, JACKSONVILLE, FL 32222. Period covered is February 3, 2022 to February 2, 2023 with two, one-year renewal options. This request meets the condition that there is no advantage in seeking competitive responses.

AMOUNT OF MONEY AND SOURCE FUNDS:

\$51,316.00 -Account No.: Various

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The vendor provides proprietary software that is only compatible with the departments current fleet of Airbus helicopters.

The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

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

Req. No.: R882962 - Agency: Baltimore Police Dept.

MBE/WBE PARTICIPATION:

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

EMPLOY BALTIMORE:

Not applicable.

LIVING WAGE:

Not applicable.

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

- The Board is requested to approve an award of **Contract Number 08000 – FY18 SHSP-LE Throwbots** with ReconRobotics, Inc., at 5251 W. 73rd St. Suite A, Edina, MN 55439. This is a one-time purchase with no renewal options. This request meets the condition that there is no advantage in seeking competitive responses.

AMOUNT OF MONEY AND SOURCE FUNDS:

\$31,290.00 - Account No.: Various

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The vendor is the sole manufacturer and distributor of these devices.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

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

Req. No.: R873493 - Agency: Baltimore Police Dept.

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

EMPLOY BALTIMORE:

Not applicable.

LIVING WAGE:

Not applicable.

10. The Board is requested to approve an extension of **Baltimore County Contract Number P-063 - Consulting Services for Electricity, Natural Gas and Energy** with Enel X North America, Inc., (“EnelX”) at One Marina Park Drive, Boston, MA 02210. The extension period covered is November 7, 2021 through June 30, 2022.

AMOUNT AND SOURCE OF FUNDS:

\$40,000.00 Revenue - Account No: 1001-000000-1914-718200-603018

BACKGROUND/EXPLANATION:

On December 15, 2011, the Board approved an initial award to EnelX followed by subsequent Board actions as shown in the Contract Value Summary below. The EnelX contract provides consulting services for the Baltimore Regional Cooperative Purchasing Committee’s Energy Board. The funds requested represent the City of Baltimore’s responsibility as a member of that Board. The Board approved the tenth and final option year on October 7, 2020. The extension will provide continuation of services while a new Solicitation Number is B50006315 is evaluated with the intent of establishing a new contract.

P.O. Number: P521423 - Agency: Department of General Services

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on December 15, 2011	\$ 57,204.00
2. 1 st and 2 nd Renewal approved by the Board on March 5, 2014	\$114,408.00
3. 3 rd Renewal approved by the Board on December 17, 2014	\$ 57,204.00
4. 4 th Renewal approved by the Board on October 21, 2015	\$ 57,204.00
5. 5 th Renewal approved by the Board on November 23, 2016	\$ 57,204.00
6. 6 th Renewal approved by the Board on March 21, 2018	\$ 59,952.00
7. 7 th Renewal approved by the Board on January 23, 2019	\$ 59,952.00
8. 8 th Renewal approved by the Board on December 11, 2019	\$ 63,060.00
9. 9 th Renewal approved by the Board on October 7, 2020	\$ 63,060.00
10. Extension pending Board approval	<u>\$ 40,000.00</u>
Total contract value	\$629,248.00

MBE/WBE PARTICIPATION:

Not applicable. At the time of original award submitted by Agency directly to the Board for this Cooperative Contract, MBE and WBE goals were not required for the Agreement.

LOCAL HIRING LAW:

Not Applicable.

- The Board is requested to approve and authorize execution of an Agreement for **Contract Number 06000 - Family Engagement Specialists** with Kennedy Business Services, LLC at 829 E. Baltimore Street, Baltimore, MD 21202. In accordance with the agreement the award shall be retroactive commencing on July 1, 2021 through September 30, 2022. This request meets the condition that there is no advantage in seeking competitive responses.

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

AMOUNT OF MONEY AND SOURCE FUNDS:

\$99,751.25 - Account No.: 5000-507720-3080-294300-603026

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Baltimore City Health Department engaged the services of the supplier to provide Family Engagement Specialist and a Teaming Specialist for Baltimore City Infant & Toddler Program prior to establishing a contract. The Board is now requested to ratify and execute the contract agreement which will provide a one-time, Early Intervention services to children and families in Baltimore City. This is sponsored by grant funding awarded to the Baltimore Infants and Toddlers Program.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

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

Req. No.: R873593 - Agency: BCHD

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

MBE/WBE PARTICIPATION:

Not applicable. A waiver was granted by MWBOO on 9/30/2021.

EMPLOY BALTIMORE:

Not applicable.

LIVING WAGE:

Not applicable.

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

- The Board is requested to approve a renewal of **Contract Number 08000 – Motorola Radio Equipment Master Purchase Agreement** with Motorola Solutions, Inc. at 7031 Columbia Gateway Drive, Columbia, MD 21046. The renewal period is February 2, 2022 through February 1, 2023 with three, one-year renewal options. This request meets the condition that there is no advantage in seeking competitive responses.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$2,600,000.00 Account No.: Various

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On January 20, 2016, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. This is the second of five, one-

AGENDA

BOARD OF ESTIMATES

2/2/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

year renewal options. This renewal will allow continuation of sourcing radio systems equipment and services from the Original Equipment Manufacturer (OEM), Motorola, to maintain and support the City's 800 MHz communications infrastructure for all City agencies. The City's current 800 MHz communications infrastructure was developed and implemented by the OEM.

The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

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

P.O. No.: P533758 - Agencies: BPD, DPW, DOT, BCFD, etc.

CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on January 20, 2016	\$10,000,000.00
2. Amendment and Increase approved by the Board on December 11, 2019	\$18,117,085.53
3. Increase pending approved by the Board on May 13, 2020	\$ 7,000,000.00
4. 1 st Renewal approved by the Board on March 3, 2021	\$ 0.00
5. 2 nd Renewal pending Board approval	<u>\$ 2,600,000.00</u>
Total contract value	<u>\$37,717,085.53</u>

MBE/WBE PARTICIPATION:

Not applicable. Refer to the above certification.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Bureau of Procurement – Pay Invoice of Unauthorized Spend

ACTION REQUESTED OF B/E:

The Board is requested to approve payment of outstanding invoice to National Alliance of State and Territorial AIDS Directors CoStar Group at 444 North Capitol Street NW Suite 339 Washington, DC 20001.

AMOUNT OF MONEY AND SOURCE:

\$17,330.00 - 4000-422521-3030-271500-603026

BACKGROUND/EXPLANATION:

The requested action is an approval to pay an outstanding invoice for purchase of subscription services without a valid contract. Unfortunately, the agency, with good intentions, submitted the request to renew the contract to the Bureau of Procurement approximately fifteen days prior to expiration. Due to the volume of requisitions received by the Bureau on a daily basis this requisition was not processed prior to the new contract period expiration date.

This subscription is the only national membership organization that represents public health officials who administer HIV and hepatitis programs in all 50 U.S. states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, seven local jurisdictions, and the U.S. Pacific Island. The previous contract expired September 30, 2021. If a cancellation is not submitted to the vendor prior to expiration, the subscription is auto-renewed October 1st of each year. The previous contract was a one-time purchase and is spent down and closed. This request is to cover October 1, 2021 – September 30, 2022. As this is an ongoing subscription, the agency is advised to secure a multi-year contract moving forward.

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

Req. No. R884079 - Agency: BCHD

MBE/WBE PARTICIPATION:

Not Applicable. Payment of outstanding invoice.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

2/2/2022

Bureau of Procurement – Ratification to Pay Outstanding Invoices

ACTION REQUESTED OF B/E:

The Board is requested to ratify Contract B50004301 – Repairs and Maintenance of Electronic Fire Alarm Systems with Fireline Corporation at 4506 Hollins Ferry Rd. Baltimore, MD 21227. The ratification is necessary to cover a one-time payment of 14 invoices totaling \$20,530.46.

AMOUNT OF MONEY AND SOURCE:

\$20,530.46 - 2029-000000-1982-192500-603026

BACKGROUND/EXPLANATION:

The requested action is seeking an approval to ratify contract B50004301 to allow for payment of outstanding invoices for the purchase of emergency fire alarm and sprinkler system services as required for City of Baltimore facilities. The blanket contract (P533698) was approved and in place at time of services, however the agency did not prepare the release requisition to issue a release purchase order prior to contract expiration date; the contract expired on October 31, 2021. The Board of Estimates approval is requested to open the contract to allow the payment of outstanding invoices.

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

Req. No. P533698 - Dept. of General Services

MBE/WBE PARTICIPATION:

Not Applicable. Payment of outstanding invoices.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

2/2/2022

Bureau of Procurement – Pay Invoice of Unauthorized Spend

ACTION REQUESTED OF B/E:

The Board is requested to approve payment of outstanding invoice to P.O.I Installation Group LLC at 3706 Old Milford Mill Road Baltimore, MD 21244.

AMOUNT OF MONEY AND SOURCE FUNDS:

\$12,360.00 - 1001-000000-2041-776601-603026

BACKGROUND/EXPLANATION:

The requested action is an approval to pay an outstanding invoice for the purchase of furniture removal and installation services. According to the agency, planning for the project did not occur in time to meet the date of install. To stay in line with the agency project schedule, the agency moved forward with the procurement, delivery and install of office cubicles for the Asset Management office without a purchase order. The agency is currently reviewing the opportunity to secure a long-term contract to cover future needs.

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

Req. No. R885458 - Agency: BPD

MBE/WBE PARTICIPATION:

Not Applicable. Payment of outstanding invoices.

EMPLOY BALTIMORE:

Not applicable.

LIVING WAGE:

Not applicable.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Two-Month Advance of Funds

The Board is requested to approve a two-month advance of funds with the following organizations on the full amount of the funding provided by the Department of Health and Mental Hygiene for Fiscal Year 2022, under the FY 2022 Unified Funding Document Grant Award.

The two-month advance of funds provides for the continuation of programs services while the scope of work and budgets are being reviewed and approved for the Fiscal Year 2022 program year.

On August 11, 2021, the Board approved the Fiscal Year 2022 Unified Funding Document in the amount of \$60,160,273.00.

1. **PROJECT PLASE, INC.** **\$ 4,759.17**

Account: 5000-569722-3023-273313-603051

The full amount of funding for FY'2022 is \$28,555.00. Funds are available to operate Project Plase, Inc., Ryan White State Special – HERR.

Project Plase, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Project Plase, Inc., prior to the execution of agreements, are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2021 through June 30, 2022.

2. **PROJECT PLASE, INC.** **\$ 1,333.33**

Account: 5000-569722-3023-273367-603051

The full amount of funding for FY'2022 is \$8,000.00. Funds are available to operate Project Plase, Inc., Ryan White State Special – Medical Transportation.

Project Plase, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Project Plase, Inc., prior to the execution of agreements, are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2021 through June 30, 2022.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – cont'd

3. PROJECT PLASE, INC. \$13,525.00

Account: 5000-569722-3023-273303-603051

The full amount of funding for FY'2022 is \$81,150.00. Funds are available to operate Project Plase, Inc., Ryan White State Special – Psychosocial.

Project Plase, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Project Plase, Inc., prior to the execution of agreements, are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2021 through June 30, 2022.

4. FAMILY HEALTH CENTER, INC. \$25,883.33

Account: 5000-569722-3023-273315-603051

The full amount of funding for FY'2022 is \$155,300.00. Funds are available to operate Family Health Center, Inc.

Family Health Center, Inc., agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Family Health Center, Inc., prior to the execution of agreements, are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2021 through June 30, 2022.

5. HEALTH CARE FOR THE HOMELESS, INC. \$24,335.50

Account: 5000-569722-3023-273350-603051

The full amount of funding for FY'2022 is \$146,013.00. Funds are available to operate Health Care for the Homeless, Inc., Ryan White State Special - Housing.

Health Care for the Homeless, Inc., agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Health Care for the Homeless Inc., prior to the execution of agreements, are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2021 through June 30, 2022.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – cont'd

6. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC. (LHW)** **\$ 3,039.67**

Account: 5000-569722-3023-273309-603051

The full amount of funding for FY'2022 is \$18,238.00. Funds are available to operate the LHW, Ryan White State Special Outreach - Traditional.

The LHW agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to the LHW, prior to the execution of agreements, are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2021 through June 30, 2022.

7. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC. (LHW)** **\$ 3,333.33**

Account: 5000-569722-3023-273313-603051

The full amount of funding for FY'2022 is \$20,000.00. Funds are available to operate the LHW, Ryan White State Special - HERR.

The LHW agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to the LHW, prior to the execution of agreements, are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2021 through June 30, 2022.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department - Senior Assisted Group Home Subsidy Program Service Agreements

The Board is requested to approve and authorize execution of the following Senior Assisted Group Home Subsidy Program Service Agreements (Agreement). The period of the Agreement is July 1, 2021 through June 30, 2022.

1. **THE PALMS ASSISTED LIVING, INC.** **\$ 31,200.00**

Account: 5000-534022-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at The Palms Assisted Living, Inc., located at 4010 Southern Avenue, Baltimore, Maryland 21216.

2. **ALMOST HOME II ASSISTED LIVING, INC.** **\$ 23,400.00**

Account: 5000-534022-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at Almost Home II Assisted Living, Inc., located at 4813 Gwynn Oak Avenue, Baltimore, Maryland.

3. **AMY'S COMPASSIONATE CARE, LLC.** **\$ 23,400.00**

Account: 5000-534022-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at Amy's Compassionate Care, LLC, located at 4415 Buchanan Avenue, Baltimore, Maryland.

4. **BEST CARE ASSISTED LIVING, LTD** **\$ 15,600.00**

Account: 5000-534022-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at Best Care Assisted Living, LTD, located at 3522 Hayward Avenue, and 3524 Hayward Avenue, Baltimore, Maryland 21215.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – cont'd

5. **BETTY & DEBBIE’S FAMILY PLACE, INC.** **\$ 39,000.00**

Account: 5000-534022-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at Betty & Debbie’s Family Place, Inc., an assisted living group home, located at 5411 Walther Avenue, Baltimore, Maryland 21214.

6. **HOUSE OF VICTORY HOME CARE, INC.** **\$ 15,600.00**

Account: 5000-534022-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at House of Victory Home Care, Inc., an assisted living group home, located at 3001 Belair Road, Baltimore, Maryland 21213.

7. **ROSEMARIE MANOR, LLC** **\$117,000.00**

Account: 5000-534022-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at Rosemarie Manor, LLC, located at 3809 Belle Avenue, Baltimore, Maryland 21215 and 3333 Alto Road, Baltimore, MD 21216.

The foregoing facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program and will provide subsidized senior assisted housing services for individuals 62 years of age and older, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

The Agreements are late because of administrative delays.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Senior Assisted Group Home Subsidy Program Service Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve a Provider Agreement with Progressus Therapy, LLC. The period of the Provider Agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$ 84,131.00 - 4000-427122-3080-292301-603051
24,662.00 - 4000-427122-3080-292302-603051
165,000.00 - 4000-455722-3080-292300-603051
293,707.00 - 1001-000000-3080-288700-603051
\$567,500.00

BACKGROUND/EXPLANATION:

Progressus Therapy, LLC will provide occupational, speech-language pathology therapy, and special education services for the Baltimore Infants & Toddlers Program (BITP). The organization will coordinate their services with the BITP staff in compliance with local early intervention systems. This coordination shall include orientation, training, and time allocation for accumulation of documentation and reporting for compliance.

The Provider Agreement is late because of delays at the administrative level.

MWBOO GRANTED A WAIVER ON DECEMBER 18, 2021.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Johns Hopkins University, School of Medicine (JHU). The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$66,800.00 – 5000-569722-3023-273308-603051

BACKGROUND/EXPLANATION:

The JHU will perform services in the area of Ryan White State Special Non-Medical Case Management.

The JHU HIV Women's Health Program provides optimal health outcomes for mother and child during pregnancy including successful viral suppression for the mother and prevention of HIV transmission to her baby. The JHU HIV Women's Health Program has taken a comprehensive multi-disciplinary approach to care for women living with HIV (WLWH) during and after pregnancy to achieve and sustain viral load suppression in the mother, prevent therapy or HIV transmission to the infant and improve linkage to care for mother and child after delivery without disruption of antiviral therapy or primary care provided during the perinatal period.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – cont'd

MBE/WBE PARTICIPATION

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTIONS.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Healthy Teen Network, Inc. (HTN). The period of the agreement is July 1, 2021 through June 30, 2022

AMOUNT OF MONEY AND SOURCE:

\$40,000.00 – 4000-494422-3080-292300-603051

BACKGROUND/EXPLANATION:

The HTN will provide consultation and guidance in developing and implementing adult learning trainings for PREP participants. The HTN will 1.) collaborate with project staff to identify and develop implement appropriate adult learning topics for participants; 2.) advise on appropriate virtual platforms for the trainings; 3.) assist with training documentation; 4.) attend PREP quarterly partner meetings; 5.) Prepare quarterly progress reports; and 6.) complete fiscal reports as required.

This agreement is late due to administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Ratify Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Grant Agreement with I AM MENtality Youth Male Empowerment Project, Inc. The period of the Grant Agreement was September 30, 2020 through September 29, 2021.

AMOUNT OF MONEY AND SOURCE:

\$40,653.48 – 4000-483521-3080-294600-603051

BACKGROUND/EXPLANATION:

On August 12, 2020, the Board approved the Notice of Award in the amount of \$1,000,000.00 for the period September 30, 2020 through September 29, 2021, for the Resilience in Communities After Stress and Trauma (ReCAST) program.

The goal of the ReCAST Program is to reduce the impact of trauma and build resilience in Central West Baltimore communities adversely impacted by the April 2015 unrest. The program empowers organizations from West Baltimore to implement high-quality, trauma-informed services to promote connectedness and resilience in youth.

On December 7, 2020, the Department advertised a Request for Proposal (RFP) for community organizations to create and build sustainable, trauma informed, behavioral health solutions for young people in Central West Baltimore. Grant recipients organized and provided activities for youth (e.g., mentoring, tutoring, out-of-school time programming).

On January 4, 2021, grants were awarded to selected grantees. And because of the COVID-19 emergency, the awards to the grantees were delayed.

I Am MENtality Youth Empowerment, Inc. provided leadership development, and trauma-informed programming for male youth that promote resiliency for individuals who suffer from traumatic experiences. The organization provided the enrichment programming twice weekly on weekday evenings and some Saturday's. Renaissance Academy High School provided the space, and the youth that were served were from the community.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – cont'd

The Grant Agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTIONS.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the Johns Hopkins University, Intensive Primary Care (IPC). The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$55,003.00 – 5000-569722-3023-273318-603051

BACKGROUND/EXPLANATION:

The JHU will provide Outpatient Ambulatory Health Services, for infants, children, adolescents, and young adults. To include diagnostic and therapeutic services provided directly by a medicine licensed health care provider with experience in treatment of patients with HIV disease.

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

MBE/WBE PARTICIPATION:

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – cont'd

MWBOO GRANTED A WAIVER ON DECEMBER 21, 2021.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTIONS.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Ratify Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the agreement with the Johns Hopkins Bloomberg School of Public Health for the Preventive Medicine Fellows (PMFs) Program. The period of the agreement was July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$14,100.00 –1001-000000-3002-568000-603051

BACKGROUND/EXPLANATION:

The JHU, Bloomberg School of Public Health, utilized the funds to provide a Preventive Medicine Fellow to work with and receive mentoring from the Department’s Senior Medical Advisor for the Division of Maternal and Child Health (MCH) and the Accountable Health Communities Project Director. The responsibilities included conducting a special project relating to a current issue for MCH, such as a program evaluation, needs assessment, data collection/interpretation project or implementation of a new strategy.

The agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTIONS.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Affiliation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Affiliation Agreement with the Johns Hopkins University, Bloomberg School of Public Health. The period of the agreement is effective upon Board approval through June 30, 2026.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

The Johns Hopkins University, Bloomberg School of Public Health has established and conducts residency-training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME). The Department, as a participating institution, will support educational goals and objectives of the residency-training program by making its facilities, resources and teaching staff available to program residents. The organization's Program Director and the Commissioner of Health will determine the training of program residents.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with AIDS Interfaith Residential Services, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$45,000.00 – 5000-569722-3023-273304-603051

BACKGROUND/EXPLANATION:

AIDS Interfaith Residential Services, Inc., will provide substance Abuse Support Services to assist eligible people living with HIV who are disconnected from substance abuse treatment and continue to use illegal substances. These services may include, substance abuse, assessment and referral for additional treatment, individual substance abuse counselling, substance abuse support groups, and collaboration with treatment providers to facilitate inpatient treatment when deemed medically necessary.

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

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve an agreement with Chase Brexton Health Services - Housing. The period of the agreement is July 1, 2021, through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$46,078.00 – 5000-569722-3023-273350-603051

BACKGROUND/EXPLANATION:

Chase Brexton Health Services will provide services in the area of Ryan White State Special – Housing support services to reduce the financial and concrete barriers to care, promote treatment adherence, and prevent homelessness among eligible persons living with HIV/AIDS throughout the service area.

This agreement is late because revisions delayed processing.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Health Department - Non-Construction Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Non-Construction Consultant Agreement with Ms. Tamira Dunn. The period of the Agreement will be effective upon Board approval through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$ 5,755.00 - 4000-499922-3080-294200-603018
8,751.00 - 5000-514122-3070-286400-603051
\$14,506.00

BACKGROUND/EXPLANATION:

The Baltimore City Fetal and Infant Mortality Review (FIMR) and Overdose Fatality Review (OFR) Programs, operated by the Baltimore City Health Department (BCHD), enhances the health and well-being of families by improving the community resources and service delivery systems available to them in Baltimore City.

Ms. Dunn will obtain family interviews for cases that meet the FIMR, OFR, and CRT criteria, and provide resources to families who have experienced a fetal, infant, or drug overdose loss, and assist in building capacity of the FIMR and CRT on the subject of pregnancy loss.

The Department’s FIMR, OFR, and CRT will use this work to improve outreach and utilization of bereavement support and home visiting services.

The Non-Construction Consultant Agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor’s Office of Employment Development – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Byte Back Inc. The period of the agreement is February 2, 2022 through January 31, 2024, unless terminated earlier pursuant to the terms of this Agreement. The Subgrantee may submit a written request to the Department asking for a one-year extension to the term of this Agreement and/or a budget reallocation not to exceed 10% of the Grant Funds.

AMOUNT OF MONEY AND SOURCE:

\$288,000.00 - 000-447522-6312-467205-603051

BACKGROUND/EXPLANATION:

On August 11, 2021, the Mayor’s Office of Employment Development received approval from the Board of Estimates to accept the State of Maryland’s \$6,825,000.00 American Rescue Plan Act (ARPA) grant award which will fund this subgrant agreement.

The purpose of this subgrant agreement is to secure the services of Byte Back Inc. to provide occupational skills training to Baltimore City residents negatively impacted by the COVID-19 pandemic. Byte Back Inc will annually enroll 20 participants and ensure that at least 75% of them will complete training and place at least 80% of completers into family sustaining careers paying a minimum of \$15.00 per hour. All participants completing training will obtain at least one industry recognized credential.

MBE/WBE PARTICIPATION:

N/A

LOCAL HIRING:

This Agreement is less than \$300,000, so the Local Hiring Law does not apply.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor’s Office of Employment Development – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Jane Addams Resource Corporation-Baltimore (JARC). The period of the agreement is February 2, 2022 through January 31, 2024, unless terminated earlier pursuant to the terms of this Agreement. The Subgrantee may submit a written request to the Department asking for a one-year extension to the term of this Agreement; and/or a budget reallocation not to exceed 10% percent of the Grant Funds.

AMOUNT OF MONEY AND SOURCE:

\$480,000.00 - 4000-447522-6312-467205-603051

BACKGROUND/EXPLANATION:

On August 11, 2021 MOED received approval from the Board of Estimates to accept the State of Maryland’s \$6,825,000.00 American Rescue Plan Act (ARPA) grant award which will fund this subgrant agreement.

The purpose of this subgrant agreement is to secure the services of the subgrantee to provide occupational skills training to Baltimore City residents negatively impacted by the COVID-19 pandemic. Jane Addams Resource Corporation-Baltimore will enroll 40 participants annually and ensure that at least 75% of them will complete training and place at least 80% of completers into family sustaining careers paying a minimum of \$15.00 per hour. All participants completing training will obtain at least one industry recognized credential.

MBE/WBE PARTICIPATION:

N/A

LOCAL HIRING:

N/A because funding is federal grant.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Employment Development – First Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a First Amendment to Agreement with Civic Works, Inc. The Amendment will extend the period of the agreement for an additional year beginning October 1, 2021 through September 30, 2022, retroactively from September 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$60,000.00 - 4000-806422-6313-817705-603051

BACKGROUND/EXPLANATION:

On March 31, 2021, the Board approved the Original Agreement with Civic Works, Inc. with an initial term of October 1, 2020 to September 30, 2021, with an option to renewal for an additional one-year term. The purpose of this Agreement is to secure the services of the Provider to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success for Baltimore City out-of-school youth ages 18 to 24 years old.

In addition, the Amendment would increase funding by \$60,000.00 for the renewal term.

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

MBE/WBE PARTICIPATION:

N/A- This is a Professional Services Contract

LOCAL HIRING:

The amount of the Agreement is not over \$300,000.00 and the City subsidy is not more than \$5,000,000.00. Therefore, the Local Hiring law does not apply.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Baltimore Development Corporation – Amendment to Lease Agreement

ACTION REQUESTED BY THE BOARD OF ESTIMATES:

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with the Baltimore City Health Department (the “Tenant”). The Lease Amendment will expand the Tenant’s leased space by 1,731 square feet at 2901 Druid Park Drive. The Lease Amendment will increase the total leased space to 2,819 square feet. The period of the amendment is August 1, 2021 through July 31, 2025.

AMOUNT OF MONEY AND SOURCE:

Annual Base Rent

\$18,022.76

The base rent will be increased by an amount equal to four percent (4%) from the prior lease year until the Lease expiration on July 31, 2025.

BACKGROUND/EXPLANATION:

On August 1, 2021 the Board approved the original agreement with the Baltimore City Health Department, Lessee for the rental of 1,731 square feet of storage space area at The Business Center at Park Circle, 2901 Druid Park Drive, Suite B-107 in Baltimore, Maryland which expired on July 31, 2020.

The Health Department has exercised the five year renewal option term outlined in Section 1.01a of the Lease Agreement. The Tenant has also leased additional space amounting to 1,731 square feet.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Children and Family Services - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with the Maryland State Department of Housing and Community Development. The period of the agreement is October 1, 2021 through September 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$2,541,499.00 - 5000-586222-1191-594700-405001

BACKGROUND/EXPLANATION:

The State of Maryland Department of Housing and Community Development (DHCD) has received a grant from the federal Department of Health and Human Services pursuant to the Community Services Block Grant Act to operate the Community Services Block Grant Program (the "CSBG Program") which provides financial assistance to Community Action Agencies and other eligible entities. DHCD has approved an award of funds in the amount of \$2,541,499.00 to the Grantee for the purpose of operating a community anti-poverty program. The grant funds must be expended no later than September 30, 2022.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Fire Department – Amendment to Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of an Amendment to the Award Letter and Agreement from the Federal Emergency Management Agency (FEMA) for FFY 18 Assistance to Firefighters Grant—Agreement No. EMW-2018-F0-05681. The amendment extends the period of the award to March 3, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 2, 2019 the Board approved the original agreement for \$328,180.00 (\$298,345.45 in federal funds and a city match of \$29,834.55). The period of the award was September 3, 2019 to September 2, 2020. On October 7, 2020, the BOE approved a no cost time extension for the period ending September 21, 2021.

FEMA will be making the remaining funds available from the original amount of \$298,345.45 to the Department, per the Grant Award Letter and Agreement, from September 3, 2019 to March 2, 2022. The funds provided to the Department will support training, responder rehab equipment, PPE washer/extractor/dryer, and Airway equipment

This request is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

AUDITS NOTED THE NO-COST TIME EXTENSION.

(The terms and conditions of the Amendment to Grant Award have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Children and Family Services - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with the Maryland State Department of Housing and Community Development. The period of the agreement is October 1, 2021 through September 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$2,541,499.00 - 5000-586222-1191-594700-405001

BACKGROUND/EXPLANATION:

The State of Maryland Department of Housing and Community Development (DHCD) has received a grant from the federal Department of Health and Human Services pursuant to the Community Services Block Grant Act to operate the Community Services Block Grant Program (the "CSBG Program") which provides financial assistance to Community Action Agencies and other eligible entities. DHCD has approved an award of funds in the amount of \$2,541,499.00 to the Grantee for the purpose of operating a community anti-poverty program. The grant funds must be expended no later than September 30, 2022.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

The Board is requested to approve

the

Extra Work Orders

as listed on the following pages:

96 - 101

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

In connection with the Transfer of Funds,
pursuant to Charter provisions, a report has

been requested from the Planning

Commission, the Director of Finance

having reported favorably thereon.

AGENDA

BOARD OF ESTIMATES

2/2/2022

EXTRA WORK ORDERS

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time</u> <u>Ext.</u>	<u>%</u> <u>Compl.</u>
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Department of Recreation and Parks (BCRP)

1.	<u>EWO # 004, \$42,573.70 – RP 17807, Druid Hill Aquatic Center</u>			
	\$10,088,000.00	\$719,574.35	Plano-Coudon, LLC	- 60%

BACKGROUND/EXPLANATION:

This Authorization Request is necessary for differing site conditions. Upon removal of the existing slab at the deep end and shallow end of the Main pool, it was identified that the existing pool walls sat on a 2 to 3-foot stone base and did not extend all the way down to the pool floor. Therefore, in order to establish a 6’ depth at the deep end of the main pool per USA Swimming Rulebook Section 103.2, the pool walls and floors were to be modified.

This change in condition included the removal of the stone base, the forming pilasters at 2-foot-wide and 6- foot on center at 24 locations, shotcrete 5000 PSI concrete as Wall Infill between the pilaster centers along deep end and shallow end wall and removal of existing floor and constructing new 8” thick floor to suit the new 6’ deep end. This work is within the original scope of work. Baltimore City Department of Recreation and Parks (BCRP) and the Engineers GWWO, Inc. and Rummel, Klepper & Kahl, LLP (RK&K) have reviewed the contractor’s proposal and find it to be acceptable.

MBE/WBE PARTICIPATION:

Plano-Coudon, LLC will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which were:

MBE: 11.00%

WBE: 7.00%

AGENDA

BOARD OF ESTIMATES

2/2/2022

EXTRA WORK ORDERS

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time</u> <u>Ext.</u>	<u>%</u> <u>Compl.</u>
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BCRP – cont'd

The current goal attainment is:

MBE: 4.01%

WBE: 1.54%

THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 8, 2021.

2.	<u>EWO # 005, \$56,063.17 – RP 17807, Druid Hill Aquatic Center</u>			
	\$10,088,000.00	\$677,000.65	Plano-Coudon, LLC	- 70%

This Authorization Request is necessary for the addition of three items included in this request. Subsequent to the award of this contract, the BCRP and the Architect learned that the following designed three items need modifications: **1.) Sink Support Angles:** Supply and install additional framing behind bathroom chase walls to secure and mount sink support brackets properly. Per RFI No. 90, the response from GWWO and the BCRP agree that these additional support structures are necessary. **2.) Down Spout Rain Leaders:** The original contract drawings indicated the roof downspout discharge in seven areas draining from the main building roof gutters would discharge water directly onto the pavement below. This change for the condition will require excavation and the installation of rain leaders to tie into and connect to the storm drainage system, as indicated on GWWO/MK amended drawings A1.1, A3.1, M1.1 and indicated in the RFI No. 113. **3.) Security System:** The following changes were made by the Architect to drawings E1.0 and E1.1, to accommodate a new Security System and added conduit for power circuits and A/V cable in 8 new camera locations; 6 exteriors and 2 interiors (allowing for two weather boxes per camera location and 2 new 120v circuit breakers).

Plano-Coudon, LLC's cost proposals were reviewed by the BCRP's Project Engineers, GWWO, and MK Design and found acceptable for this type of work.

AGENDA

BOARD OF ESTIMATES

2/2/2022

EXTRA WORK ORDERS

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time</u> <u>Ext.</u>	<u>%</u> <u>Compl.</u>
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BCRP – cont'd

MBE/WBE PARTICIPATION:

Plano-Coudon, LLC will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which were:

MBE: 11.00%

WBE: 7.00%

The current goal attainment is:

MBE: 4.01%

WBE: 1.54%

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 23, 2021.

3.	<u>EWO # 006, \$32,462.53 – RP 17807, Druid Hill Aquatic Center</u>			
	\$10,088,000.00	\$620,937.48	Plano-Coudon, LLC	- 70%

This Authorization Request is necessary for the addition of three items included in this request. Subsequent to the award of this contract, BCRP and the Architect learned that the following designed three items were needed of Modifications: **1. Pump Room Metal Stairs:** Delete the cast in place concrete slab as top landing of the metal stair entry and add top landing, in metal grating, as part of the metal stairs assembly; per the BCRP’s request, PR No. 001 and GWWO’s request, AIA doc. G709-2019, referencing drawing AS.2. Along with this change modification in scope, there shall be a deduct for not placing the cast in place concrete top landing.

AGENDA

BOARD OF ESTIMATES

2/2/2022

EXTRA WORK ORDERS

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

BCRP – cont'd

2. Stainless Steel Skate Stoppers: Per the Architect’s request, it is advised per GWWO’s GO12 – SS specification for the peninsula wall, the contractor is directed to switch the specified Aluminum material with Stainless Steel for the Skate Stoppers. This will be an added pricing for the material change, per GWWO’s response on RFI No. 72. **3. ADA Lift Installation:** This added change modification requires the contractor to supply and install 2 ADA lift chairs and all related equipment, at the proposed locations on drawings SP2.0 and SP No. 0, per PR-007. Aquatic Facility Design, GWWO and the BCRP has reviewed the pricing and scopes for these changes and has deemed them acceptable.

MBE/WBE PARTICIPATION:

Plano-Coudon, LLC will continue comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which were:

MBE: 11.00%

WBE: 7.00%

The current goal attainment is:

MBE: 4.01%

WBE: 1.54%

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 23, 2021.

AGENDA

BOARD OF ESTIMATES

2/2/2022

EXTRA WORK ORDERS

<u>Contract Awd. Amt.</u>	<u>Prev. Apprvd. Extra Work</u>	<u>Contractor</u>	<u>Time Ext.</u>	<u>% Compl.</u>
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BCRP – cont'd

4.	EWO # 001, \$6,013.43 – RP 20810, Garrett Park Court and Stormwater Improvements			
	\$353,286.00	\$0.00	P. Flanigan & Sons, Incorporated	43.28

This Authorization Request is necessary for the removal and disposal of a concrete swale; and the excavation of a 473 square foot undercut. Subsequent to the award of this contract, while performing excavation operations, the BCRP learned that a curried concrete swale was present. This concrete swale, which was not identified on the project drawings, was at an elevation higher than the finished grade in that area, and therefore, had to be removed. The Department requested that P. Flanigan & Sons, Inc. submit PCO No. 1 for the removal and disposal of the swale.

While performing paving operations on the basketball courts, the Department learned that the existing asphalt base of a 473 square foot area was insufficient to serve a base course for the 3" minimum thick surface course. The requested that P. Flanigan & Sons, Inc. submit PCO No. 2 for the excavation of the 15.5' by 30.5' undercut and replacement with 4" RCGAB and 4" 19MM HMA Base.

P. Flanigan & Sons, Inc.'s cost proposal were reviewed by the Department's Construction Project Supervisor and found to be reasonable and acceptable for this type of work.

MBE/WBE PARTICIPATION:

P. Flanigan & Sons, Inc. will continue comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which were:

AGENDA

BOARD OF ESTIMATES

2/2/2022

EXTRA WORK ORDERS

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time</u> <u>Ext.</u>	<u>%</u> <u>Compl.</u>
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BCRP – cont'd

MBE: 11.58%

WBE: 11.52%

The current goal attainment is:

MBE: 0.15%

WBE: 0.00%

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 7, 2021.

5. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$ 10,000.00 1 st Public Infra- structure	9938-905135-9475 Garrett Park Reserve	9938-911135-9474 Garrett Park Active

This transfer will provide funds to cover the costs associated with authorized Change Orders for Garrett Park Court and Stormwater Improvements for Project No. RP 20810.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with Family and Children Services of Central Maryland, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$38,516.00 - 4000-490822-3571-762400-603051

BACKGROUND/EXPLANATION:

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Housing Opportunity for Persons with AIDS Grant (HOPWA) Program. As a Provider, Family and Children Services of Central Maryland, Inc. will provide supportive services to 18 low income individuals living with HIV/AIDS in the City of Baltimore. The Provider will offer services under their SCS Home Prevention Project.

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

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

LOCAL HIRING:

MOED compliance is not applicable as this contract is under \$300,000.00.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with Family and Children's Services of Central Maryland, Inc. T/A Springboard Community Services. The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$90,121.00 - 5000-569822-3573-780500-603051

BACKGROUND/EXPLANATION:

The City has received a Maryland Department of Health grant to undertake the State Special Funds (SSF) Program. As a Provider, Family and Children's Services of Central Maryland, Inc. will provide supportive services to eight low income persons living with HIV/AIDS in the City of Baltimore. The Provider will offer services under their State Special Funds Project.

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

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

LOCAL HIRING:

Employ Baltimore compliance is not applicable as this contract is funded by a Federal pass-through grant.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with City and St. Vincent de Paul of Baltimore, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$134,737.00 - 4000-407122-5940-760100-603051

BACKGROUND/EXPLANATION:

The City has received a Maryland Department of Housing and Community Development (DHCD) grant to undertake the Homelessness Solutions Program (HSP) Program. As a Provider, St. Vincent de Paul of Baltimore, Inc. will provide rental assistance to 120 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services under their Front Door Project.

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

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

LOCAL HIRING:

Local hiring is not applicable as this contract is under \$300,000.00.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the following agreement between the City and St. Vincent de Paul of Baltimore, Inc. The period of the agreement is July 1, 2021 through June 30, 2023

AMOUNT OF MONEY AND SOURCE:

\$325,263.00 - 4000-407122-3573-789200-603051

BACKGROUND/EXPLANATION:

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Emergency Solutions Grant (ESG) Program. As a Provider, St. Vincent de Paul of Baltimore, Inc. will provide rental assistance and supportive services to 150 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services under their Front Door Project.

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

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

MOED Compliance:

Local Hiring compliance is not applicable as this contract is funded by a Federal pass-through grant.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with St. Vincent de Paul of Baltimore, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$141,680.00 - 5000-502822-3572-778500-603051

BACKGROUND/EXPLANATION:

The City has received a Department of Social Services grant to undertake the DSS Homeless Shelter Grant Program. As a Provider, St. Vincent de Paul of Baltimore, Inc. will operate an emergency homeless shelter with 150 beds for families experiencing homelessness in the City of Baltimore. The Provider will offer services through their Sarah's Hope Project.

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

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

MOED Compliance:

Employ Baltimore compliance is not applicable as this contract is funded by a State pass-through grant.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with Associated Catholic Charities, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$4,206,455.00 - 1001-000000-3572-779200-603051

BACKGROUND/EXPLANATION:

The City has a need for a Provider to operate an emergency homeless overflow shelter for individuals and/or families experiencing homelessness. The Provider, Associated Catholic Charities, Inc., will operate an emergency homeless overflow shelter for 170 individuals experiencing homelessness in the City of Baltimore. The Provider will offer services through their Weinberg Housing Resource Center Program.

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

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

LOCAL HIRING:

Local hiring is applicable as this contract is over \$300,000.00.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Mayor's Office of Homeless Services and the Housing Authority of Baltimore City. The period of the MOU is August 1, 2021 through September 30, 2023.

AMOUNT OF MONEY AND SOURCE:

\$485,420.00 - 4000-438320-3573-789200-603051

BACKGROUND/EXPLANATION:

The Mayor's Office of Homeless Services (MOHS) has received a grant from the U.S. Department of Housing and Urban Development (HUD) through the Emergency Solutions Grant-CV program (ESG-CV) to help the City to prepare, prevent, and respond to the COVID-19 pandemic. Similarly, the Housing Authority of Baltimore City received Emergency Housing Vouchers (EHVs) from HUD to allow the agency to rapidly rehouse individuals and families experiencing homelessness during the pandemic in coordination with MOHS.

Under the EHV program, MOHS is responsible for referrals of households experiencing homelessness to HABC for them to provide subsidized housing support and housing navigation services. This Memorandum of Understanding has been created to clarify and delineate roles and responsibilities between MOHS and HABC as it relates to operation of the EHV program and to provide additional funding support for housing start-up costs to households exiting homelessness using ESG-CV funds.

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

MBE/WBE PARTICIPATION:

N/A

LOCAL HIRING:

N/A

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Amendment No. 1 to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and ratify Amendment No. 1 to Agreement with the Maryland State Department of Housing and Community Development (DHCD) to allow a no-cost extension of grant funding. The amendment will extend the period of the agreement to December 30, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A - 5000-529121-3571-327200-405001

BACKGROUND/EXPLANATION:

On November 4, 2020, the Board approved the original grant agreement with the DHCD. The Mayor's Office of Homeless Services was awarded funds under the Homelessness Solutions Program. Through this program, sub-recipients will provide and operate housing assistance and or supportive services to homeless individuals and families experiencing homelessness in the City of Baltimore. The DHCD has issued a no-cost extension of the grant funding, changing the award end date from December 31, 2021 to December 30, 2022.

MBE/WBE PARTICIPATION:

N/A

LOCAL HIRING:

Local Hiring compliance is not applicable as this contract is funded by a State pass-through grant.

AUDITS NOTED NO COST TIME EXTENSION.

(The Amendment No. 1 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Homeless Services – Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify and approve Amendment No. 1 to Agreement with Youth Empowered Society Inc. The amendment to agreement will retroactively extend the period of the agreement through December 31, 2021.

AMOUNT OF MONEY AND SOURCE:

N/A - 5000-529121-3572-766800-603051

BACKGROUND/EXPLANATION:

The Grantee executed the Maryland Department of Housing and Community Development (DHCD) grant to undertake the Homelessness Solutions Program (HSP) dated January 13, 2021. The original period of performance was from July 1, 2020 to June 30, 2021. The City has received a Maryland Department of Housing and Community Development (DHCD) grant to undertake the Homelessness Solutions Program (HSP). As a Provider, Youth Empowered Society Inc will operate a day center and provide supportive services to 150 youth clients, ages 18 to 24, experiencing homelessness in the City of Baltimore. The Provider will offer services under their Drop-In Center Project. The delay in submission is due to a delay at the administrative level.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

MOED Compliance:

Employ Baltimore compliance is not applicable as this contract is funded by a State pass-through grant.

AUDITS NOTED THE NO COST TIME EXTENSION.

(The Amendment No. 1 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Real Estate – Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the property known as 1203 Harlem Avenue (Block 0113, Lot 022).

AMOUNT OF MONEY AND SOURCE:

Property Address	Assessed Value	Flat Taxes and Water	Total Liens	Recommended Purchase Price
1203 Harlem Avenue	\$1,000.00	\$663.80	\$31,384.02	\$1,000.00

BACKGROUND/EXPLANTION:

The City acquired the Tax Sale Certificate on July 20, 2020 for the property known as 1203 Harlem Avenue in the total amount of \$31,384.02. Parity Baltimore Incorporated has offered to purchase the Tax Sale Certificate for 1203 Harlem Avenue for \$1,000.00, file a petition to foreclose, acquire title to the property and return it to productive use. The purchase price of \$1,000.00 covers the flat taxes and water for the property. Other charges contributing to the total lien amount include but are not limited to the following: \$10,744.52 for interest and penalties, \$7,269.76 for miscellaneous billing, and \$867.50 for property registration.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Real Estate – Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the property known as 1232 W. Lanvale Street (Block 0090, Lot 035).

AMOUNT OF MONEY AND SOURCE:

Property Address	Assessed Value	Flat Taxes and Water	Total Liens	Recommended Purchase Price
1232 W. Lanvale St.	\$17,667.00	\$4,209.45	\$21,113.39	\$17,667.00

BACKGROUND/EXPLANTION:

The City acquired the Tax Sale Certificate on October 28, 2020 for the property known as 1232 W. Lanvale Street in the total amount of \$21,113.39. Parity Baltimore Incorporated has offered to purchase the Tax Sale Certificate for 1232 W. Lanvale Street for \$17,667.00, file a petition to foreclose, acquire title to the property and return it to productive use. The purchase price of \$17,667.00 covers the flat taxes and water for the property. Other charges contributing to the total lien amount include but are not limited to the following: \$7,054.01 for interest and penalties, \$3,916.39 for miscellaneous billing, and \$540.00 for environmental citation.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Real Estate – Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the property known as 2304 W. Baltimore Street (Block 2153/093).

AMOUNT OF MONEY AND SOURCE:

Property Address	Assessed Value	Flat Taxes and Water	Total Liens	Recommended Purchase Price
2304 W. Baltimore St.	\$4,000.00	\$4,469.27	\$22,953.43	\$4,469.27

BACKGROUND/EXPLANTION:

The City acquired the Tax Sale Certificates on July 20, 2020 for 2304 W. Baltimore Street (2153/093) in the total amount of \$22,953.49.

Equity Trust Company Custodian FBO Acct. 200255919 IRA has offered to purchase the Tax Sale Certificate for 2304 W. Baltimore Street for \$4,469.27, file a petition to foreclose, acquire title to the property and return it to a productive use. The purchase price of \$4,469.27 covers the flat taxes and water for the property. Other charges include \$7,209.92 for interest and penalties and \$1,869.83 for miscellaneous billing.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Office of the State's Attorney – Grant Adjustment Notice
for Baltimore City (OSA)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of Grant Adjustment Notice (GAN) No. 3 from the State of Maryland – Governor's Office of Crime Control and Prevention (GOCCP). The GAN extends the period of the grant award from December 31, 2021 to January 31, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A No-cost time extension

BACKGROUND/EXPLANATION:

On February 24, 201, the Board approved acceptance of the award from GOCCP for the grant entitled Coronavirus Emergency Assistance in the amount of \$138,125.00 for the period of period of October 1, 2020 through December 31, 2021.

On May 5, 2021, the Board approved GAN No. 1 which decreased the Personnel line item by \$3,000.00 from \$138,125.00 to \$135,125.00; and increased the Teletherapy Platform line item by \$3,000.00 from \$0.00 to \$3,000.00.

On August 17, 2021 the Board approved GAN No. 2 which decreased the Personnel line item by \$52,100.00 from \$135,125.00 to \$83,025.00 and increased the Other line items as follows: Cellphones for Therapists from \$0.00 to \$3,000.00, Client Assistance Funds from \$0.00 to \$30,000.00, Parking Vouchers from \$0.00 to \$5,000.00, Postage from \$0.00 to \$1,500.00, Program supplies from \$0.00 to \$12,300.00, and Subject Matter Textbooks from \$0.00 to \$300.00.

On December 3, 2021, GOCCP issued GAN No. 3 to extend the period of the grant award to January 31, 2022.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

(The Grant Adjustment Notice No. 3 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

Police Department – Professional Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Professional Services Agreement with Forensic & Law Enforcement Services LLC. The period of the renewal is November 30, 2021 through November 29, 2022 with two, one-year renewals at the option of the City.

AMOUNT OF MONEY AND SOURCE:

\$80,000.00 - 1001-000000-2003-796400-603026

BACKGROUND/EXPLANATION:

The Department requires professional psychological services for pre-employment screening evaluations that are critical to its efforts to recruit and retain police officers and civilian personnel to fulfill its mission to provide for the safety and well-being of the Baltimore City community. The Vendor has expertise in the provision of these services and in the past has provided these services to other law enforcement agencies in the Baltimore metropolitan area. The Vendor will provide these services on a non-exclusive basis.

MBE/WBE PARTICIPATION:

The Vendor is certified as MBE in Maryland.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office – Capital Projects Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Capital Projects Grant Agreement with the State of Maryland, acting through the Board of Public Works (BPW), awarded to the Board of Directors of Lexington Market, Inc. ("LMI"), for the redevelopment and new construction of Lexington Market's South Building (the "Project"). The period of the agreement is effective upon approval by the BPW and terminates for any grant funds that are unexpended or unencumbered by June 1, 2028.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 –State of Maryland, acting through the BPW, payable directly to LMI.

The property is owned by the Mayor and City Council of Baltimore, who, as owner, are named as Beneficiary in the Agreement but are not due to receive any of the Grant funds.

BACKGROUND/EXPLANATION:

"Transform Lexington Market" is the initiative to revitalize and upgrade Baltimore's iconic Lexington Market, which for 238 years has been a staple of Baltimore life and is the longest continuously operating public market in the country. The city-owned Lexington Market sits in the heart of Baltimore's Downtown West Side and is one of six public markets managed jointly for the City by Baltimore Public Markets Corporation and LMI, with LMI specifically having responsibility for Lexington Market.

Transform Lexington Market is a community-driven process being stewarded by Baltimore-based Seawall Development, who serves as LMI's development consultant. Funds from the Grant Agreement will be used for construction of the new South Market building at Lexington Market, which is currently underway with an anticipated opening date of July 2022. The Project's budget is \$40,000,000. The City will continue to own the property, which will be managed by LMI upon completion and lease-up.

This Agreement represents the last installment of a multi-year funding commitment from the State of Maryland to LMI, pledged through the Governor's annual capital budgeting process. A prior grant agreement for \$2,000,000.00 was approved by the Board of Estimates on September 30, 2020.

The City's provisions related to procurement rules, such as MBE/WBE participation, Employ Baltimore, Local Hiring, and Living Wage laws, do not apply to this Agreement,

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office – cont'd

because the City is not involved in contracting for services to be procured with funds from the Grant. As the property owner, the City is the “beneficiary” of improvements planned for the use Grant funds. However, the City is neither a party to the Grant Agreement, nor is the City involved in receiving or disbursing the Grant fund. Therefore, these rules do not apply in the case of administering funds received by LMI under this Agreement.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor’s Office of Neighborhood – Memorandum of Understanding
Safety and Engagement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Housing Authority of Baltimore City (HABC), Mayor’s Office of Neighborhood Safety and Engagement and the Baltimore Police Department. The period of the MOU is retroactive to July 1, 2021 through February 1, 2027.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 1001-000000-2251-247700-401061

BACKGROUND/EXPLANATION:

The Purpose of this MOU is to allow CitiWatch under the direction of the Mayor’s Office of Neighborhood Safety and Engagement and the Baltimore Police Department, directly and through its third-party contracts, to install, repair, maintain, replace and upgrade certain Housing Authority of Baltimore City-owned CCTV devices on certain and related improvements owned by HABC. HABC will reimburse the City for the services provided. The prior agreement expired on June 30, 2021.

There was a delay in processing due to the MOU first requiring approval by the Housing Authority of Baltimore City’s Board of Commissioners who meet only quarterly.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Mayor's Office of Communications – Governmental/Charitable Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Marva Williams to solicit businesses, organizations and donors for donations of goods and services and financial support to help fund the event costs for the 2022 Mayor's Back to School Rally. The period of the campaign will be effective upon Board approval through August 31, 2022.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Mayor's Back to School Pep Rally will be held in August 2022. The specific date and location will be determined. This event has been held for over a decade and will feature community resources, health & wellness screenings, exhibitors, music, motivational speeches and more to invigorate students and their parents with the tools needed to prepare for a successful school year.

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

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Housing and – Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement (LDA) for the sale of the City-owned property located at 4700 Norwood Avenue (Block 8305 Lot 006), in the Howard Park community to Leycon Holdings LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 – Purchase Price

BACKGROUND AND EXPLANATION:

The City will convey all of its rights, title and interest to 4700 Norwood Avenue to Leycon Holdings LLC for the total purchase price of \$15,000.00, which will be paid to the City of Baltimore at settlement. The purchase and improvements to the site will be financed through private sources.

The Developer proposes to purchase and construct a single-family home on the vacant lot located at 4700 Norwood Avenue to sell to a homeowner.

The City is authorized to dispose of the Properties by virtue of Article II, Section 15 of the Baltimore City Charter, and Article 13, § 2-7 (h) of the Baltimore City code. The property at 4700 Norwood Avenue was journalized and approved for sale on January 13, 2014.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:

Pursuant to the Appraisal Policy of Baltimore City, the property located at 4700 Norwood Avenue is valued via the Waiver Valuation Process at \$19,600.00 and will sell for \$15,000.00, which is below the Waiver Valuation Price for the following reasons:

- the sale will be a specific benefit to the immediate community,
- the sale will help to eliminate blight, and
- the sale will return the property to the City's tax rolls.

AGENDA

BOARD OF ESTIMATES

2/2/2022

DHCD – cont'd

MBE/WBE PARTICIPATION:

The Developer will receive no City funds or incentives for the purchase or rehabilitation, therefore, MBE/WBE participation is not applicable.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Housing and
Community Development (DHCD)

– Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of the City-owned properties located at 3445 and 3447 Cottage Avenue to CR of Maryland I, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$ 7,500.00	– 3445 Cottage Avenue
<u>7,500.00</u>	– 3447 Cottage Avenue
\$15,000.00	– Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in 3445 and 3447 Cottage Avenue to CR of Maryland I, LLC, for the price of \$15,000.00, which will be paid to the City of Baltimore at the time of settlement.

The Developer will be using private funds for this project. The project will involve the rehabilitation of two single-family homes with the goal of providing affordable homeownership.

The authority to sell the properties located at 3445 and 3447 Cottage Avenue comes from Article 28, § 8-3 of the Baltimore City Code.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:

Pursuant to the Appraisal Policy of Baltimore City, the DHCD has determined the properties located at 3445 and 3447 Cottage Avenue to be priced at \$12,000.00 each, via the Waiver Valuation process.

The properties are being sold for a negotiated price of \$7,500.00 each for a total purchase price of \$15,000.00 for the following reasons:

AGENDA

BOARD OF ESTIMATES

2/2/2022

DHCD – cont'd

- the sale will be a specific benefit to the immediate community,
- the sale will help eliminate blight,
- the sale will return the properties to the City's tax rolls, and
- the sale will provide economic development.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement (LDA) for the sale of the City-owned properties located at 1315, 1327 Ensor Street, 1501, 1507, 1509, 1517, 1521, 1525, 1526, 1533, 1537, and 1540 Holbrook Street to Baltimore Excel 03, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

1315 Ensor Street	-	\$ 18,200.00
1327 Ensor Street	-	18,200.00
1501 Holbrook Street	-	17,775.00
1507 Holbrook Street	-	17,775.00
1509 Holbrook Street	-	17,775.00
1517 Holbrook Street	-	17,775.00
1521 Holbrook Street	-	17,775.00
1525 Holbrook Street	-	17,775.00
1526 Holbrook Street	-	17,775.00
1533 Holbrook Street	-	17,775.00
1537 Holbrook Street	-	17,775.00
1540 Holbrook Street	-	<u>17,775.00</u>
Total		\$214,150.00 – Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in the properties located at 1315, 1327 Ensor Street, 1501, 1507, 1509, 1517, 1521, 1525, 1526, 1533, 1537, and 1540 Holbrook Street to Baltimore Excel 03, LLC for the price of \$214,150.00, which will be paid to the City of Baltimore at the time of settlement.

AGENDA

BOARD OF ESTIMATES

2/2/2022

DHCD – cont'd

Baltimore Excel 03, LLC will purchase 1315, 1327 Ensor Street, 1501, 1507, 1509, 1517, 1521, 1525, 1526, 1533, 1537, and 1540 Holbrook Street, twelve vacant buildings, from the City of Baltimore and redevelop them for lease to low-income families. The purchase price and improvements to the site will be financed through private sources.

The provisions of Article II, Section 15 of the Charter, Article 13 of the Baltimore City Code which established the Department of Housing and Community Development, and Article 28, Section 8-3 of the Baltimore City Code, and Article 13, Section 2-7(h)(2)(ii)(C) of the Baltimore City Code, and the Oliver Neighborhood Development Program Urban Renewal Plan, Ordinance No. 1067 enacted on May 17, 1971, as amended, authorize the City to sell these properties.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:

Pursuant to the Appraisal Policy of Baltimore City, Waiver Valuations were prepared by this Department. The properties will be sold for slightly less than the prices determined by the Waiver Valuations as follows.

Property	Waiver Valuation	Purchase Price
1315 Ensor Street	\$ 18,200.00	\$ 18,200.00
1327 Ensor Street	18,200.00	18,200.00
1501 Holbrook Street	17,778.00	17,775.00
1507 Holbrook Street	17,778.00	17,775.00
1509 Holbrook Street	17,778.00	17,775.00
1517 Holbrook Street	17,778.00	17,775.00
1521 Holbrook Street	17,778.00	17,775.00
1525 Holbrook Street	17,778.00	17,775.00
1526 Holbrook Street	17,778.00	17,775.00
1533 Holbrook Street	17,778.00	17,775.00
1537 Holbrook Street	17,778.00	17,775.00
1540 Holbrook Street	<u>17,778.00</u>	<u>17,775.00</u>
Total	\$214,180.00	\$214,150.00

DHCD - cont'd

The properties will be sold for a total price of \$214,150.00 for the following reasons:

- the sale will be a specific benefit to the community,
- the sale will help to eliminate blight, and
- the sale will return the properties to the City's tax rolls.

MBE/WBE PARTICIPATION:

The Developer will receive no City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE participation is not applicable.

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

TRANSFERS OF FUNDS

* * * * *

The Board is requested to approve
the Transfers of Funds
listed on the following pages:
129 - 130

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development (DHCD)</u>			
1.	\$ 750,000.00 4 th Community & Economic Dev.	9910-919073-9587 Lead Hazard Reduction	9910-903364-9588 Lead Hazard Reduction. Program
	<p>This transfer will provide funds for the Lead Hazard Reduction Program for FY '22. This program addresses hazards from lead paint in the homes of low/moderate-income owner-occupied households.</p>		
2.	\$ 100,000.00 4 th Community & Economic Dev. Bond	9910-914049-9587 Affordable Housing	9910-905288-9588 Affordable Homeowner- ship
	<p>This transfer will provide funding to the Affordable and Disability Homeownership Incentive Program to provide eligible home buyers with financial incentives for closing costs and down payment assistance in the form of five-year forgivable loans. The program serves to reduce the barriers to homeownership for people with demonstrated financial need or with disabilities. This will allow the DHCD's Office of Homeownership to promote and implement this program.</p>		
3.	\$150,000.00 4 th Community & Economic Dev. Bond	9910-915054-9587 Low-Income Mortgage Program	
	250,000.00 3 rd Affordable Housing Fund <u>Bond</u>	" "	
	\$400,000.00	-----	9910-906286-9588 FY'22 Low-Income Mortgage Program

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

DHCD – cont'd

This transfer will provide funding to the Low-Income Mortgage Program which provides mortgages to low-income residents to assist them in purchasing affordable homes.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Transportation – Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	426 W. Baltimore Street Annual Charge: \$1,344.00	Balti-West 400, LLC	Four dumpsters 4'x 6' each
2.	3126 Greenmount Avenue Flat Charge: \$654.94	Matthew Bradley	Single face electric sign 21'11' x1' 10½"

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Transportation – Fiscal Year 2020 Capital Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Fiscal Year 2020 Capital Grant Agreement between the Maryland Department of Transportation and the Maryland Transit Administration in connection with CARES funds for the purchase of buses. The period of the agreement is January 20, 2020 through June 30, 2023.

AMOUNT OF MONEY AND SOURCE:

\$3,358,943.00 - 5000-519622-2303-248700-609055

BACKGROUND/EXPLANATION:

The Department is a recipient of a Federal Transit Act Grant to fund capital expenses associated with the provision of transportation services for the purchase of business.

The purpose of the Grant is for the undertaking of capital purchase(s) and /or public transportation capital improvement/acquisition project with financial assistance. The assistance provided by this Grant consists of a combination of Federal, State and local funds.

The agreement is late because of the need for approval by an external agency.

MBE/WBE/DBE PARTICIPATION:

This Capital Grant Agreement is to establish the framework for the roles and responsibilities for the subject project and future procurements as a result of the funding outlined above will be considered of minority participation.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Fiscal Year 2020 Capital Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Transportation – Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 23, under Project No. 1225, On Call Design Consultant Services for Resurfacing and Reconstruction Projects to KCI Technologies, Inc. The duration of this task is approximately eight months.

AMOUNT OF MONEY AND SOURCE:

\$253,188.89 - 1001-000000-5015-382300-603051

BACKGROUND/EXPLANATION:

This authorization provides for support for the 2021-2022 snow season Snow Support, Cityworks Updates and Enhancements, ELM Data Updates, On-Site Event Support, IT infrastructure analysis and management support and on-call Cityworks support.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

The preparation of this task included an evaluation of the Consultant’s contract minority participation status. On the date of preparation, the consultant achieved 26% of the 27% MBE goal and 7% of the 10% WBE goal. The contract has a remaining capacity of \$849,807.41 that will allow the Consultant to meet the remaining MBE and WBE goal by the expiration date of this contract.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Transportation – First Amendment to the Memorandum of Understanding

ACTION REQUESTED OF THE BOARD OF ESTIMATES:

The Board is requested to approve and authorize execution of a First Amendment to the Memorandum of Agreement (MOA) with the Maryland Transit Administration (MTA) for BaltimoreLink Capital Improvements.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$ 2,600,000.00 - 9950-906137-9509-000000-490358 - State Revenue

\$10,000,000.00 - 9950-906137-9509-000000-490360 - Federal

\$12,600,000.00

BACKGROUND/EXPLANATION:

On August 7, 2019, the Board approved a Memorandum of Agreement in connection with the BaltimoreLink Capital Improvements in the amount of \$500,000.00.

The MOA was to improve service quality and reliability, maximize access to high-frequency transit, strengthen connections between MTA's bus and rail routes; align the transit network with existing and emerging job center; and engage riders, employers, communities, and elected officials in the planning process.

The parties now desire to amend the MOA to jointly implement the planning, design, and construction of an East-West Corridor Project in Baltimore City.

The City has dedicated \$10,000,000.00 in its Capital Improvement Program to the East-West Corridor Project. Additionally, MTA has agreed to provide \$2,600,000.00 in State funds to the City to plan, design and construct corridor improvements including dedicated bus lanes, transit signal priority, curb bump-outs, and ADA sidewalk improvements along mutually agreed upon transit corridor in Baltimore City.

The East-West Priority Corridor Project is a joint effort by MTA and the City to improve the conditions for public transit along the East-West corridor from Edmonson Avenue to Cooks Lane to Eastern Avenue at the City Line. The project may be completed in multiple phases or sub-projects.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Transportation – cont'd

The terms and provision of this Amendment add to, amend and constitute a part of the MOA. Except as specifically amended, the MOA shall remain in full force and effect. The Parties and hereby ratify and reaffirm each of the terms and conditions of the MOA and all of the obligations thereunder.

The First Amendment to Memorandum of Agreement is late because of an internal process.

DBE PARTICIPATION:

There are no goals associated with this MOA

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Transportation – Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement for Project No. 1208, On Call Transportation Planning/Policy/ Feasibility with Whitman, Requardt & Associates, LLP. The amendment will extend the period of the agreement through January 13, 2024.

AMOUNT OF MONEY AND SOURCE:

NA

BACKGROUND/EXPLANATION:

On January 14, 2015, Board approved the original agreement with Whitman, Requardt & Associates, LLP, in the amount of \$1,500,000.00, for a period of three years to assist the Department of Planning Division in managing various tasks.

The scope of services includes, but is not limited to: strategies to maximize State and Federal funding of transportation projects and identify and capture funding opportunities including grant writing and grant administration.

On January 31, 2018, the Board approved Amendment No.1 to allow for a one year time extension and an increase to the upset limit by \$1,000,000.00 to continue design services for various projects. On January 16, 2019, the Board approved Amendment No.2 to allow for a three year time extension and an increase to the upset limit by \$1,000,000.00 to continue design services for various projects. The Department is now requesting a Two year time extension to assist with on- going need for on-site support which includes ADA support, on-call work including ADA agency-wide training, and ADA design to support remediation. The Traffic Division has an on-going need for on-site support under Amendment No.1.

MBE /WBE PARTICIPATION:

The Consultant will comply with Article No.5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

MBE: 23.00%

WBE: 10.00%

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Transportation – cont'd

The preparation of this task included an evaluation of the consultant's contract minority participation status. On the date of preparation, the Consultant achieved 20% of the 23.00% required MBE goal and achieved 2% of the required 10.00%WBE goal. However, the Consultant has \$498,918.13 to meet the required goals.

AUDITS NOTES THE TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.

(The Amendment No. 3 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Public Works – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the Waterfront Partnership of Baltimore, Inc. The period of the agreement is three years with two 1-year renewal options if both parties agree on costs and services or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$45,240.24 – 2070-000000-5501-397210-603016

BACKGROUND/EXPLANATION:

The Department entered into an agreement with the Waterfront Partnership of Baltimore, Inc., to provide cleaning and greening services on the grounds of the Eastern Avenue Pumping Station, which is located just east of the Inner Harbor in downtown Baltimore.

MBE/WBE PARTICIPATION:

This request does not require goals for M/WBE participation.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Public Works/Office – Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with C.C. Johnson & Malhotra, P.C., under Project No. 1296R, On-Call Process Control and Supervisory Control and Data Acquisition Engineering Services. The period of the agreement is effective upon Board approval for three year or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

To be determined with each individual project. The request increases the upset fee by \$1,500,000.00. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant was approved by the Office of Boards and Commission and Architectural and Engineering Awards Commission.

The Consultant will provide a review of available information, project management, contract administration, investigation, design, developing and implementing public information and education programs, emergency services, preparation of reports and contract documents, including construction cost estimates, permit applications, rights of way, shop drawing review and consultation during construction.

MBE/WBE PARTICIPATION:

The Vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are MBE: 30% and WBE: 15%.

MBE: C.C. Johnson & Malholtra, P.C.	\$225,000.00	15.00%
Dhillon Engineering, Inc.	<u>225,000.00</u>	<u>15.00%</u>
	\$450,000.00	30.00%
 WBE: Phoenix Engineering, Inc.	 \$ 75,000.00	 5.00%
Ross Technical Services, Inc.	<u>150,000.00</u>	<u>10.00%</u>
	\$225,000.00	15.00%

AGENDA

BOARD OF ESTIMATES

2/2/2022

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

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 4, 2021.

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

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Public Works/Office – Amendment No. 4 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with Whitman, Requardt & Associates, LLP under W.C. 1327, Chlorine Handling Safety Improvements. This amendment extend the period of the agreement by one year for a total contract duration time of seven years. The current expiration date is April 20, 2022 and the new expiration date is April 20, 2023.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

This extension will allow the Consultant to continue engineering services to prepare for the advertisement and bid phase of this project. The current schedule shows that the advertisement and bid phase will occur in early 2023.

The Consultant will provide additional engineering services associated with stormwater management design of a submerged gravel wetland facility and additional time to complete the scope of services.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement are MBE: 15.06% and WBE: 14.39%. The current attainment is MBE: 18.38% and WBE: 18.85%.

MWBOO APPROVED THE EAR ON NOVEMBER 19, 2021.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTES THE TIME EXTENSION.

(The Amendment No. 4 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Partial Release of Retainage to Northeast Remsco Company for SC 940 Hydraulic Improvements to the High Level Sewershed Collection System.

AMOUNT OF MONEY AND SOURCE:

\$1,550,493.39 - 9956-906647-9551-000000-200001

BACKGROUND/ EXPLANATION:

As of August 31, 2021, Northeast Remsco Company has completed 100% of all work for SC 940. The Contractor has requested a Release of Retainage for \$1,550,493.39. Currently, the City is holding \$2,214,990.55 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$664,497.16. The remaining amount of \$664,497.16 is sufficient to protect the interest of the City.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Partial Release of Retainage Agreement and Consent of Surety has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage to Metra Industries Inc. for Sanitary Contract No. 921 – Improvements to the Gwynn’s Fall Sewershed Collection- Area B.

AMOUNT OF MONEY AND SOURCE:

\$389,488.25 - 9956-908661-9551-00000-200001

BACKGROUND/ EXPLANATION:

As of August 20, 2021, Metra Industries, Inc. has completed 98% of all work for SC 921. The Contractor has requested a Release of Retainage for \$389,488.25. Currently, the City is holding \$541,979.10 in retainage for the referenced project and the Contractor is requesting to reduce the amount of Retainage to \$152,490.85.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Partial Release of Retainage Agreement and Consent of Surety has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Public Works/Office – Amendment No. 5 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 5 to Agreement with Pure Technologies U.S., Inc. DBA Wachs Water Services under Project 1251, Valve and Fire Hydrant Assessment, Operation, and Maintenance Throughout the Baltimore Metropolitan Water System. This amendment will extend the period of the contract by six months for a total duration of 66 months. The current expiration date is January 25, 2022 and the new expiration date is July 25, 2022.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

The Office of Asset Management is requesting a non-compensable six-month time extension on this project. On January 25, 2017, the Board approved a 30 month agreement with Pure Technologies, Inc. DBA Wachs Water Services. Amendment 1 was executed in 2019 and extended the project until July 2020. Amendment 2 was executed in June 2020 and extended the project until July 2021. Amendment 3 was executed in July 2021 and extended the project until January 2022, and Amendment 4 added funds to the project but no time.

The proposed Amendment 5 is necessary so that the services continue uninterrupted to allow for the new replacement contract to be approved by the Board of Estimates in the coming months. Under the proposed Amendment 5, the Consultant will continue to provide the above mentioned services. All work will be performed throughout Baltimore City and Baltimore County.

All other terms and condition of the agreement will remain unchanged.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement which are MBE: 27% and WBE: 10%.

AUDITS NOTED THE TIME EXTENSION.

(The Amendment No. 5 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/2/2022

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>
\$648,000.00 Revenue Bond	9960-906191-9558 Valve/Fire Hydrant Assess	
\$ 648,000.00 <u>County Revenue</u>	" "	
\$1,296,000.00		
\$1,296,000.00	-----	9960-905129-9557-6 Construction

This Transfer will cover construction costs and a deficit in Project 1251 – Valve and Fire Hydrant Assessment, Operation, and Maintenance.

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages

147 - 150

to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

In connection with the Transfers of Funds,
reports have been requested from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

AGENDA

BOARD OF ESTIMATES

2/2/2022

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

- 1. B50006318, Glass Beads Potters Industries, Inc. \$ 49,000.00

(Dept. of Transportation)

MBE/WBE PARTICIPATION:

Not Applicable. The requested award amount is below the MBE/WBE sub-contracting threshold of \$50,000.00.

Department of Transportation

- 2. TR 10003, Replacement Concrete General, Inc. \$9,734,205.10
of Bridge No. BC6507 on
Phoenix Road over Gun-
Powder Falls

DBE/PARTICIPATION:

Concrete General, Inc. has complied with the Disadvantaged Business Enterprise (DBE) goal of 25%. As a part of its bid, Concrete General, Inc. has committed to the following:

DBE: Interlock Steelworkers, Inc.	\$2,309,171.06	23.72%
Priority Construction, Inc.	40,695.00	0.42%
Road Safety, LLC.	19,210.00	0.20%
Wilton Corporation	<u>64,475.22</u>	<u>0.66%</u>
Total DBE	<u>\$2,433,551.28</u>	<u>25.00%</u>

- 3. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 1,345,783.06	9960-902070-9558	
Water Revenue	Watershed Bridge Maintenance	
Bonds		

AGENDA

BOARD OF ESTIMATES

2/2/2022

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation – cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
893,084.12 County Revenue	" "	
8,161,951.16 Federal Revenue	" "	
200,402.41 Federal Revenue	9960-909135-9558 Constr.– Paper Mill RD Bri.	
593,115.00 Federal Revenue	9960-936001-9558 Construction Reserve	
\$11,194,335.75	-----	9960-906629-9557-3 Construction

BACKGROUND/EXPLANATION:

The transfer will cover a current account deficit and costs for Contract No. TR 10003, Replacement of Bridge No. BC6507 on Phoenix Road over Gunpowder Falls.

Department of Public Works

4.	WC 1284, Brewers Hill Neighborhood Water Main Replacements	Spiniello Companies	\$3,893,300.00
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AGENDA

BOARD OF ESTIMATES

2/2/2022

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW – cont'd

MBE/WBE PARTICIPATION:

As part of their bid, Spiniello Companies has committed to utilize the following:

MBE: Machado Construction Co., Inc.	\$189,870.00	4.87%
Manuel Luis Construction Co., Inc.	256,776.00	6.59%
Kim Engineering, Inc.	<u>20,550.00</u>	<u>0.52%</u>
Total MBE:	\$467,196.00	12.00%
WBE: R& R Contracting Utilities, Inc.	\$194,665.00	5.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

5. **TRANSFER OF FUNDS**

\$5,500,000.00	9960-913044-9558	9960-906935-9557-6
Revenue Bonds	WM Replacement Brewers Hill	Construction

The transfer will cover the construction costs associated with Contract No. WC 1284, Brewers Hill Water Main Replacements.

AGENDA

BOARD OF ESTIMATES

2/2/2022

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Recreation and Parks

6. RP 18810, Druid Hill
Park Reptile House
Renovations

REJECTION: On November 17, 2021, the Board opened three bids for RP 18810, Druid Hill Park Reptile House Renovations. Bids ranged from a low of \$1,832,192.00 to a high of \$2,945,500.00. The lowest bid was found non-compliant by MWBOO. The second bidder's bid amount greatly exceeded the Department's budget. It is recommended that the bids be rejected and that this project be re-advertised in the near future.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Recreation and Parks – Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Baltimore City Board of School Commissioners, which operates as a system of public schools commonly known as the Baltimore City Public School System or Baltimore City Public Schools (City Schools). The MOU is effective upon Board approval through the useful life of the School Building. City Schools agree to notify the Department if City Schools decides to surplus the School Building.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

City Schools will allow Recreation and Parks to utilize designated space based on the terms set forth in the individual Scheduled Use Space Licensing Agreement for each school's location.

Each party is responsible for any loss, personal injury, death, cost, claim, damages (including but not limited to incidental and consequential damages), and other expenses that may be suffered or incurred by reason of, or occasioned wholly or in part by, the party's negligence, its performance or failure to perform any of its obligations under the MOU, or its violation of any applicable legal requirement.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Recreation and Parks – Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task 010 with Murphy & Dittenhafer, Inc., under Project No. 1314, On-Call Architectural Design Services. The duration of this task is approximately nine months.

AMOUNT OF MONEY AND SOURCE:

\$45,814.78 – 9938-912039-9474-000000-703032

BACKGROUND/EXPLANATION:

This task will include construction administration services for Gwynns Falls Maintenance Yard.

MBE/WBE PARTICIPATION:

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

MBE: 28%

WBE: 20%

The Consultant has achieved 30.98% of the MBE goal at this time.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 23, 2021.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Recreation and Parks – cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 64,000.00 27 th Series Rec. & Parks	9938-916031-9475 Patterson Park Audubon - Reserve	9938-912039-9474 Park Maintenance - Active

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1314, Task No. 010 to Murphy & Dittenhafer, Inc.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Recreation and Parks – Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task 013 with Rummel, Klepper & Kahl, LLP (RK&K), under Project No. 1315, On-Call Civil Engineering Services. The duration of this task is approximately 14 months.

AMOUNT OF MONEY AND SOURCE:

\$313,382.97 - 2026-000000-4781-783300-603026
125,000.00 - 9938-909132-9474-900000-703032
\$438,382.97

BACKGROUND/EXPLANATION:

This task will include engineering services for Solo Gibbs Park.

MBE/WBE PARTICIPATION:

RK & K will continue comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are:

MBE: 28%

WBE: 14%

The Consultant has achieved 28.47% of the MBE goal at this time.

The Consultant has achieved 10.35% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 23, 2021.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Recreation and Parks – cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$125,000.00 General Funds	9938-911124-9475 Baltimore Washington Parkway - Reserve	9938-909132-9474 Solo Gibbs Master Plan Impl.- Active

This transfer will provide funds to cover the costs associated with engineering services under On-Call Contract No. 1315, Task No. 013 to.

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Recreation and Parks – Retroactive Travel Reimbursement

ACTION REQUESTED OF B/E:

The Board is requested to approve the retroactive travel reimbursement for four Area Managers of the BCRP to complete their second-year certification from Supervisors Management School (SMS) at Wheeling, WV. The training was held on November 7-11, 2021.

AMOUNT OF MONEY AND SOURCE:

Felicia Doucett -	\$26.00	Nikki Cobbs -	\$0
Sharon Bucknor -	\$ 0.00	Jessica Cook-Thomas -	\$19.65

Total Requested Reimbursement: **\$45.65**

Account - 1001-000000-4803-371500-603020

BACKGROUND/EXPLANATION:

This comprehensive two-year program has been designed by the National Recreation & Park Association to develop and increase management supervisory skills for recreation and park services. The four Area Managers: Sharon Bucknor, Felicia Doucett, Jessica Cook-Thomas, and Nikki Cobbs completed their second year of the SMS. At present, these individuals are serving the entire City of Baltimore’s recreation centers, which is approximately 50 recreation centers with minimum staff.

The entire total amount was \$6,606.45. \$2,720.00 was requested from the Garrett Fund for the registration fees which includes books, and testing fees. \$3,840.80 for room and board which included most meals & free parking. The Department requests reimbursement for each employee for the costs of one meal that was not covered in the registration cost.

Due to the pandemic, new skills and techniques will be required to navigate the front-line workers, while still meeting the goals and standards of Baltimore City Recreation and Parks.

Due to delays in the administrative review and submission process, the travel did not meet the deadline for prior approval before travel.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Baltimore City Sheriff's Office – Cooperative Reimbursement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize executive of a Cooperative Reimbursement Agreement between the State of Maryland Department of Human Services' (DHS) Child Support (CSA) and the Baltimore City Sheriff's Office, which provides funding for Child Support Enforcement Services. The period of the award is October 1, 2021 through September 9, 2022.

AMOUNT OF MONEY AND SOURCE:

\$1,108,612.00 – Federal Operating Cost
\$ 571,103.00 – Local Share Operating Cost
\$1,679,715.00 - 1001-000000-1180-773900-401603

BACKGROUND/EXPLANATION:

The Child Support Administration Cooperative Reimbursement Agreement is a federally funded program that affords the State of Maryland to enter into an agreement with the Sheriff's Office to provide child support services. This program operates in accordance with the Federal Department of Health and Human Services (HHS) under Title IV-D of the Social Security Act. Services provided under this agreement are services of process; execution of writs, warrants and body attachments; participation in departmental initiatives; located services; transportation of prisoners and courthouse security.

The award is late because of the COVID-19 pandemic and its effects on administrative processes.

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

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

AGENDA

BOARD OF ESTIMATES

2/2/2022

Department of Audits – Audit Report

The Board is requested to **NOTE** receipt of the following audit Report.

1. Baltimore City Department of Public Works Biennial Performance Audit for Fiscal Years Ended June 30, 2020 and 2019.

AGENDA

BOARD OF ESTIMATES

2/2/2022

Office of the Comptroller – Modification of AM-101-1 Request for Board of Estimates Approval

ACTION REQUESTED OF B/E:

The Board is requested to approve the modification of Administrative Manual (“AM”) Policy 101-1 Request for Board of Estimates Approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Over the course of 2021, the Comptroller’s Office has worked with Board of Estimates members and relevant City agencies to review administrative manual policies relating to Board operations. The changes reflect the ongoing move to digitizing and automating the creation of Board of Estimates agendas.

AM 101-1 – This policy is modified to allow for Board items to be submitted via e-mail; to end the mandate to print the BOE agenda; reflect new deadlines for BOE submissions.

MBE/WBE PARTICIPATION:

N/A

a

AM-101-1

m Request for Board of Estimates Approval

SCOPE

This policy concerns all communications, documents, personnel matters and related actions which must be considered and approved by the Board of Estimates.

DOCUMENTS, COMMUNICATIONS, PERSONNEL MATTERS

Electronic submissions ONLY via boe.submissions@baltimorecity.gov should include:

- A SINGLE portable document format (.pdf) COMBINING the board memo WITH the signed document(s) (contracts, grant agreements, release of retainage, etc.) for approval
 - (ADD MWBOO review documentation to this pdf if applicable)
- This pdf will become the document of record that will receive all final stamps and signatures after Board approval.
 - the .pdf must include ALL required preliminary reviewer sign offs and signatures at the time of submission
 - All post Board approval stamps, signatures and seals will be added to this document digitally
- AND SUBMIT a Microsoft Word version of JUST the Board Memo
- Any other supporting/explanatory documents should be provided in a separate pdf

REQUEST FOR BOARD OF ESTIMATES' APPROVAL

All requests for approval by the Board of Estimates must be submitted on City memo paper and be formatted as in AM-101-1-1 except for Expenditure Authorization Request forms, Travel Request forms, and the Bureau of Purchases' list of informal awards.

The following are the areas to be discussed in the memo:

- Action Requested by Board of Estimates;
- Amount of Money and Source of Funds;
- Background/Explanation; and
- MBE/WBE Participation - if applicable.
- 1% for Public Art - if applicable.

PRIOR APPROVAL

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Prior to submission to the Board of Estimates, the agency must receive approval from the Bureau of the Budget and Management Research (BBMR) regarding all matters that involve expenditure of funds. An agency shall not submit an item to the Board that commits the City to expend funds unless BBMR certifies that the entire amount of funds stated in the item has been appropriated or is otherwise available to be expended by the agency. An agency shall not submit an item for conditional approval upon the future receipt or appropriation of funds. In accordance with AM 303-3, any changes in the cost of an agreement, contract, or purchase require a change order or if applicable an amendment.

All third-party contracts and/or legal documents which bind the City must be reviewed by the Department of Law for form and legal sufficiency. Agency heads must receive approval from the Department of Law prior to submission to BBMR for funding approval.

The Department of Audits reviews grant awards to the City, subgrantee awards made by City agencies, consultant contracts, change orders, on-call contracts and medical payments. After review and approval by the Department of Audits, the request is placed on the Board of Estimates' agenda. Other areas may be reviewed at the discretion of the auditors or upon request by the Board of Estimates.

LATE APPROVAL

Submissions to the Board of Estimates should be made in a timely manner, i.e. prior to the execution of or effective date of the requested action. In those cases where it is not possible to obtain prior approval, a full explanation of the reason must be included in the letter or other request to the Board of Estimates with a copy forwarded to the Mayor's Office, attention of the Chief of Staff.

APPROVAL/DISAPPROVAL

Agencies may not act upon their request to the Board of Estimates until the approved copy is received back from the Office of Comptroller's Office, normally within five (5) work days of the Board meeting. If the request has been disapproved, it is returned to the agency indicating disapproval.

PREPARATION OF THE BOARD OF ESTIMATES AGENDA

The Office of the Comptroller prepares the agenda for the Board of Estimates. The Comptroller's office issues regulations regarding the deadline for submissions for the agenda, the manner in which items must be submitted, and the dates of Board meetings.

The general rules are:

1. The Board of Estimates meets twice a month on Wednesdays at 9:00 a.m. in City Hall, Room 215, unless otherwise modified.
2. The deadline for submissions of items is Tuesday by 12:00 p.m. for meetings

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on the following Wednesday, unless notified otherwise.

3. The original request (and required copies) to the Board and/or related document must be submitted in order for an item to be placed on the agenda. A fax, photocopy, paper copy or an incomplete document will not be accepted for the agenda.

4. Prior to the submission of an item for the agenda, the requesting agency is responsible for confirming dates, amounts, and securing the required approvals.

5. A request to withdraw an item must be received no later than 2:00 p.m. on the Friday preceding the Board meeting that is scheduled for the following Wednesday.

"WALK-ONS"

Items added to the published agenda of the Board of Estimates ("walk-ons") should be limited to emergencies where life or property is in jeopardy, confidential settlements of civil lawsuits, matters requiring immediate action to preclude loss of Federal or State funding, items requiring immediate subsequent approval of the Maryland Board of Public Works and matters of a similar nature. "Walk-ons" should not include routine items which are not on the agenda due to delays in the agency's administrative review and approval process. All requested "walk-ons" for the Administration must be submitted first to the Mayor's Office for review.

CERTIFIED EMERGENCY

In the event of an emergency of such a nature that the public welfare would be adversely affected by awaiting the approval of the Board of Estimates, the Director of Finance, upon request by the head of the municipal agency involved, may proceed to obtain the supplies, materials, equipment, services or public works required without reference to the procurement procedures outlined in the City Charter. A full report of any such action shall be promptly submitted to the Board of Estimates.

RELATED STATIONERY

Agencies should not use letterhead when corresponding with the Board of Estimates. The official City MEMORANDUM (26-1418-5007) must be used.

RELATED POLICIES

AM-230-1 PERSONNEL REQUEST

AM-508-1 LETTERHEAD

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BOARD OF ESTIMATES

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Office of the Comptroller – Modification of AM-404-5 Request for Board of Estimates Approval

ACTION REQUESTED OF B/E:

The Board is requested to approve the modification of Administrative Manual (“AM”) Policy 404-5 Biennial Audits Policy.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Over the course of 2021, the Comptroller’s Office has worked to review and address outdated policies. The policy proposed include the changes approved by voters in 2016 with Question I. Per the Baltimore City Charter, certain audits are to be conducted biennially. If approved by the Board, this policy will reflect current practice.

AM 404-5 – This policy is modified to change the frequency of audits from a quadrennial (once every 4 years) to biennial (once every 2 years).

MBE/WBE PARTICIPATION:

N/A

a

AM-404-5

m **Biennial Audits Policy**

404-5 BIENNIAL AUDITS POLICY

SCOPE

The City Charter, ART. V, § 11 requires the Department of Audits conduct performance and financial audits on principal agencies every other year.

BIENNIAL AUDITS OF PRINCIPAL AGENCIES

In general, "Audit" means an audit undertaken in accordance with generally accepted government auditing standards and federal and state law. "Audit" includes both:

- A financial audit of a principal agency's financial transactions, including all revenues and receipts; and
- A performance audit that assesses a principal agency's practices to determine whether the agency is operating economically and efficiently and whether corrective actions for improving its performance are appropriate.

"Principal agency" means any of the following executive departments:

Group A

- Department of Finance
- Department of Public Works
- Fire Department
- Department of Housing and Community Development
- Department of General Services
- Baltimore Development Corporation
- Mayor's Office of Information Technology (or successor entity to this Office)
- Mayor's Office of Human Services (or successor entity to this Office)

Group B

- Department of Law
- Department of Human Resources
- Department of Transportation
- Police Department
- Department of Recreation and Parks
- Department of Planning
- Department of Health
- Mayor's Office of Employment Development (or successor entity to this Office).

TIMING OF BIENNIAL AUDITS

In general, at least twice during every 4-year term of the Mayor and City Council, the City Auditor shall conduct an audit of each principal agency's operations for the preceding 2 fiscal years. These audits shall be staggered so that: (i) audits of the principal agencies listed as "Group A" are initiated in odd-numbered calendar years; and (ii) audits of the principal agencies listed as "Group B" are initiated in even-numbered calendar years.

STATUS OF PRIOR RECOMMENDATIONS

Each report of an agency audit conducted under this section shall include an ancillary report on the status of all recommendations for executive action that resulted from that agency's immediately preceding audit under this section. The ancillary report shall: (i) designate each recommendation's status either as "implemented", "partially implemented", or "not implemented"; and (ii) provide justification for the status designation assigned.

The Board of Estimates shall call back principal agencies in between audit years to report updates on prior recommendations.

PROCEDURES

Each year, the Department of Audits will submit a proposed Biennial Audits Plan to the Biennial Audits Oversight Commission for discussion and approval. Audit objectives, scopes, methodologies, and processes as well as responsibilities of the Department of Audits and principal agencies will be communicated to principal agencies in audit engagement letters and entrance conferences. In general, audit processes include planning, fieldwork, and reporting phases. General responsibilities include:

The Department of Finance, Bureau of Accounting and Payroll Services is responsible for preparing the principal agencies' financial statements and notes to the financial statements. In general, the Baltimore City Comprehensive Annual Financial Report (CAFR) and the Single Audit serve as financial audits for principal agencies.

- Principal agencies must make available:
 - All financial transactions from the preceding two years; including all receipts, revenues, expenditures, payroll records, and other financial records;
 - Documentation relating to procedures, policies, service delivery, laws, regulations, etc.; and
 - Key personnel to the auditors, including the Agency Head and the Agency Fiscal Officer.

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- The Department of Finance and / or principal agencies are responsible for providing management responses for audit findings in a timely manner – in general, within two weeks or agreed upon timeframe with the Department of Audits.
- The Department of Audits shall:
 - Make reports of all such audits to the Comptroller and, at the same time, to each of the other members of the Board of Estimates;
 - Post the biennial audit reports on a public website maintained by the City Comptroller;
 - File the biennial audit reports with the Department of Legislative Reference;
 - Submit the biennial audit reports to the principal agency audited; and
 - Submit the biennial audit reports to each member of: (i) the Board of Estimates; (ii) the City Council; and (iii) the Biennial Audits Oversight Commission.

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Office of the Comptroller – Modification of AM-507-1 Department of Telecommunications

ACTION REQUESTED OF B/E:

The Board is requested to approve the modification of Administrative Manual (“AM”) Policy 507-1 Department of Telecommunications.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Over the course of 2021, the Comptroller’s Office has worked to review and address outdated policies. The policies in the administrative manual currently under 507-1 haven’t been updated since 1977. Significant changes have been made to the City’s phone systems since then.

AM 507-1 - This policy is modified to reflect the name change of the Department of Telecommunications (formerly Municipal Telephone Exchange); and update telephone procedures.

MBE/WBE PARTICIPATION:

N/A

a

AM-507-1

m Department of Telecommunications

Department of Telecommunications

SCOPE

All telephone service and equipment within the City government are provided by the Department of Telecommunications. The Department of Telecommunications (DTC) is the Telecommunications service provider for the City and administers the Voice Over Internet Protocol (VoIP) telephone systems.

AGENCY REPRESENTATIVE

Each agency must select 1 or more employees to represent the organization in its dealings with the Department of Telecommunications. Agencies can share the proper contact information by filling out the “Telecom Coordinator Request Form” on the Department of Telecommunications’ webpage.

REQUESTING TELEPHONE EQUIPMENT OR SERVICE

An online request must be submitted by the Telecom Coordinator via DTC’s Tigerpaw portal. Requests received from persons other than the authorized representative will not be honored.

Telephone service requests for routine work must be received by the DTC at least three work days prior to the desired installation date. Requests for complex work require more notice to be given. While the exact time requirements vary depending on the nature of the work involved, requests for complex work must be received at least three work days prior to the desired installation date.

BILLING

All costs associated with a telephone number will be charged against the budget number provided by the agency via the request. Only one budget number is allowed per request. The budget number provided must be listed on the Chart of Accounts of valid budget numbers.

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Agencies are required to perform an annual audit of their communication costs to verify that communications equipment and services are billed to the correct budget number. Any changes that are need must be sent to the Department of Telecommunications.

All agencies may have read-only access the Department of Telecommunications' billing system. Requests for access must be made in writing to the Department of Telecommunications via your Agency Telecom Coordinator. A username and password will be provided.

LONG DISTANCE BUSINESS CALLS AND PERSONAL CALLS

City telephones are not to be used by employees for personal messages except in emergencies. A \$10 penalty will be assessed against any employee who is found to have made an international long distance call without authorization from the Agency Head or designee.

Upon request, the Department of Telecommunications will provide a listing of inbound/outbound local and long distance calls placed by an employee. The Department of Telecommunications will bill users for long distance and international call placed from their City telephone equipment.

EMERGENCY DUTY PERSONNEL

Agencies must provide the Department of Telecommunications with a list of duty or emergency personnel to be called upon during non-working hours at the beginning of each fiscal year. This list should include the names, telephone numbers and e-mails of these employees and a brief description of the types of calls to which they will respond. These lists of emergency duty personnel are confidential. No private telephone numbers will be given out at any time.

NOTIFICATION OF PUBLIC EVENTS

All City agencies are required to inform the Department of Telecommunications of those public events, meetings, or parades, involving the City or City officials as sponsors or participants, as well as special announcements, alerts, warnings that are intended for the general public. The Department of Telecommunications is to be supplied a copy of all information disseminated by the agency relative to public events, news conferences, and city agency-related information of a timely nature that may prompt telephone calls from the public, such as immunization clinics for school children, essay/poster contests, special health screenings, parking fine amnesty month, annual tax sale, etc.

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Information on matters of public interest and concern must be accurate and timely. The provided information must include the date, location and hours of the event. A contact person and telephone number within the agency must be included. The following information should be available for internal use only by the Department of Telecommunications, in case additional information is needed during non-business hours: the home telephone number of the contact person, a weekend contact, and name of the duty officer, if applicable.

PROCESS

Agencies can notify the DTC by filling out the "Notification of Public Events" form on DTC's webpage. Agencies must submit their notifications at least five (5) days prior to the scheduled event or as soon as possible in the case of emergencies.

ONLINE TELEPHONE DIRECTORY

The complete directory of City telephone numbers is available online via the employee's VoIP telephone set.

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PROPOSALS AND SPECIFICATIONS

1. Department of Transportation - TR 22010, Resurfacing Highways at Various Locations, Northeast – Sector I
BIDS TO BE RECV'D: 3/16/2022
BIDS TO BE OPENED: 3/16/2022
2. Department of Transportation - TR 22011, Resurfacing Highways at Various Locations, Northwest – Sector II
BIDS TO BE RECV'D: 3/16/2022
BIDS TO BE OPENED: 3/16/2022
3. Department of Transportation - TR 22012, Resurfacing Highways at Various Locations, Southwest – Sector III
BIDS TO BE RECV'D: 3/16/2022
BIDS TO BE OPENED: 3/16/2022
4. Department of Transportation - TR 22013, Resurfacing Highways at Various Locations, Southeast – Sector IV
BIDS TO BE RECV'D: 3/16/2022
BIDS TO BE OPENED: 3/16/2022
5. Department of Public Works - WC 1349, Madison Street Area: 30-Inch Water Main Rehabilitation
BIDS TO BE RECV'D: 3/16/2022
BIDS TO BE OPENED: 3/16/2022
6. Department of Public Works - WC 1374, Water Infrastructure Replacement at Various Locations
BIDS TO BE RECV'D: 3/16/2022
BIDS TO BE OPENED: 3/16/2022
7. Department of Recreation Parks - RP 21809R, Riverside Park Athletic Field Improvements
BIDS TO BE RECV'D: 2/16/2022
BIDS TO BE OPENED: 2/16/2022

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BOARD OF ESTIMATES

2/2/2022

Office of the Comptroller – Board of Estimates Resolution Relating to Receiving and Opening of Bids

ACTION REQUESTED OF B/E:

The Board is requested to approve a Resolution Relating to the Receiving and Opening of Bids.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This Resolution suspends and changes certain provisions of the Board of Estimates' Procurement Regulations to implement a transition to an electronic process for receiving and opening of bids.

Adoption of the Resolution is urgent because of the need to conduct the City's business efficiently and safely during a public health emergency.

The Resolution requires that submissions for bids (IFBs) and proposals (RFPs) be submitted electronically, with certain exceptions. It also requires the Comptroller's Office to record bidders' names and bid prices electronically and post that information on the Comptroller's website on the day bids are due, thereby eliminating the need for a noon bid opening session during the period the Resolution is in effect. Because the Resolution modifies certain provisions of the Procurement Regulations on an emergency basis, it is effective upon adoption for 90 days, through May 3, 2022.

MBE/WBE PARTICIPATION:

N/A

12:00 NOON

ANNOUNCEMENT OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED