

NOTICE:

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

- a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.
- b. Protests.
 1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.
 2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.
 3. The written protest shall include:
 - a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;
 - b. A narrative description of the issues and facts supporting the protest; and
 - c. A description as to how the protestant will be harmed by the proposed Board action.
 - d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c) must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.
2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's web site and the Secretary to the Board's web site.

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

BOARD OF ESTIMATES' AGENDA - OCTOBER 30, 2019

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:

AES Electrical, Inc.	\$ 209,380,000.00
Action Electrical Contractors, Inc.	\$ 8,000,000.00
Clark Construction Group, LLC	\$1,786,140,000.00
Corman Kokosing Construction Company (Work Capacity Rating underwritten by Blanket Guarantee of \$500,000,000.00 from the Parent Corporation Kokosing, Inc.)	\$ 500,000,000.00
ECM Corporation	\$ 8,000,000.00
Economic International Construction Company, Inc.	\$ 4,210,000.00
Hayward Baker, Inc.	\$ 90,910,000.00
M & R Contracting Services, Inc.	\$ 1,500,000.00
Machado Construction Company, Inc.	\$ 8,000,000.00
RedZone Robotics, Inc.	\$ 106,520,000.00
Scriba Welding, Inc.	\$ 1,500,000.00
Structural Preservation Systems, LLC	\$ 703,970,000.00
The Poole and Kent Corporation (Work Capacity Rating Underwritten by Blanket Guarantee of \$100,000,000.00 from the Parent Corporation EMCOR Group, Inc.	\$ 100,000,000.00

BOARDS AND COMMISSIONS - cont'd

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:

Advanced Infrastructure Design, Inc.	Engineer Land Survey
Astute Engineering, LLC	Engineer
Brenton Landscape Architecture, LLC	Landscape Architect
Encore Sustainable Design LLC	Architect
InPlace Design, LLC	Architect
Mahan Rykiel Associates, Inc.	Landscape Architect
The Robert B. Balter Company	Engineer

AGENDA

BOARD OF ESTIMATES

10/30/2019

Office of the Labor Commissioner - Side Letter Agreement

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the Side Letter Agreement with the Managerial and Professional Society of Baltimore, Inc. (MAPS).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

An administrative correction is being made to Article 7: Health and Welfare Benefits, paragraph F: Life Insurance. The basic life insurance benefit for employees represented by MAPS or receiving the benefits of MAPS is being modified and shall be two and one half times (2.5x) the employee's annual salary with no cap.

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Homeless Services - Provider Agreements

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

The City has received a Maryland Department of Housing and Community Development grant to undertake the Homelessness Solutions Program (HSP), the Housing Opportunities for Persons with AIDS (HOPWA) program and the Continuum of Care (COC) program.

1. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$ 100,000.00**

Account: 5000-529120-3573-765400-603051

Govans Ecumenical Development Corporation will utilize the funds to provide supportive services to 59 individuals and/or families experiencing homelessness in the City of Baltimore. Services will be provided under their Harford and Micah House program.

MWBOO GRANTED A WAIVER ON SEPTEMBER 18, 2019.

2. **QUEEN ANNE'S COUNTY, MARYLAND** **\$ 24,387.00**

Account: 4000-490820-3573-763204-603051

The City is the grantee for the Baltimore Eligible Metropolitan Statistical Area, which includes Queen Anne's County.

Queen Anne's County, Maryland will utilize the funds to provide rental assistance to four low-income HIV positive individuals in Queen Anne's County.

The agreements are late because of delays at the administrative level.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Homeless Services - cont'd

3. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$104,202.50**

Account: 4000-407018-3573-757200-603051

Associated Catholic Charities, Inc. will utilize the funds to provide leasing assistance and supportive services to six individuals and families in Baltimore City who are experiencing homelessness. The goal of the project is to increase housing stability and enhance self-sufficiency so clients do not return to a homelessness status. The period of the agreement is December 1, 2019 through November 30, 2020.

MWBOO GRANTED A WAIVER ON AUGUST 13, 2019.

4. **DAYSPRING PROGRAMS, INC.** **\$283,304.50**

Account: 4000-407018-3573-757600-603051

Dayspring Programs, Inc. will utilize the funds to provide supportive services to 60 individuals and/or families experiencing homelessness in the City of Baltimore. Services will be provided under the Rapid Re-Housing Program. The period of the agreement is January 1, 2020 through December 31, 2020.

MWBOO GRANTED A WAIVER ON MARCH 6, 2019.

5. **TAYLOR MADE TRANSPORTATION, INC.** **\$351,107.00**

Account: 1001-000000-3572-778800-603051

The City has devised a transportation plan to offer the homeless population free transportation access to all City

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Homeless Services - cont'd

Continuum of Care resources and programs. The Provider will provide transportation services to locations in and around the City's Continuum of Care Area. The period of the agreement is October 1, 2019 through June 30, 2020.

The agreement is late because of contract negotiations.

MWBOO DENIED THE WAIVER ON OCTOBER 4, 2019. GOALS ARE NOT WAIVED AS THERE IS AN OPPORTUNITY TO SUBCONTRACT.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Homeless Services - Correction

ACTION REQUESTED OF B/E:

The Board is requested to approve a correction to the amount for the Provider Agreement with Behavioral Health System Baltimore, Inc. The period of the agreement is April 1, 2019 through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$22,635.00 - 4000-407018-3571-757510-603051

BACKGROUND/EXPLANATION:

On April 24, 2019, the Board approved an agreement with Behavioral Health System, Inc. to provide rental assistance and support services to 110 formerly homeless households under the Continuum of Care grant award. The Mayor's Office of Homeless Services made an error in the budget amount. The previous budget amount was \$1,431,909.48. The correct amount is \$1,454,544.98, an increase of \$22,635.50.

All other terms and conditions remain the same.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Real Estate - 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 located 416 E. Lafayette Ave., Block 1096 Lot 012.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
416 E. Lafayette Ave	\$1,000.00	\$194.23 94.40 99.83	\$68,875.15	\$1,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificates on May 14, 2018.

Threshold Inc. has offered to purchase the Tax Sale Certificate for 416 E. Lafayette Avenue, Block 1096, Lot 012 in the amount of \$68,875.15.

Threshold Inc. has offered to purchase the Tax Sale Certificate for 416 E. Lafayette Ave., file petition to foreclose, acquire title to the property and return it to productive use.

The purchase price of \$1,000.00 will cover the property's flat taxes and water and represents the higher of the assessed value \$1,000.00 or flat taxes and water \$194.23.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Real Estate - Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement of Sale between the Mayor and City with ACS Properties, LLC. for the properties located at 3304, 3308, 3312, 3400, 3404, 3408, 3410 Hawkins Point Road and the rear of 3308/16 Hawkins Point Road (Block 7005, Lots 6, 7,8,10, 11, 12, 13 and 22).

AMOUNT OF MONEY AND SOURCE:

\$162,210.00 Purchase Price

BACKGROUND/EXPLANATION:

The authority to sell these properties was approved by City Council Ordinance No. 05-125 approved on October 7, 2005 and City Council Ordinance 11-407 approved January 31, 2011.

The Purchaser has paid a down payment of \$16,210.00 with the signing of this agreement.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:

The properties appraised for \$238,000.00 on June 14, 2018. Due to existing environmental issues on the properties, it is the recommendation of the Department of Real Estate to sell the properties to ACS Properties, LLC at a negotiated prices of \$162,100.00.

The properties 3304, 3308, 3312, 3400, 3404, 3408, 3410 Hawkins Point Road and the rear of 3308/16 Hawkins Point Road (Block 7005, Lots 6, 7,8,10, 11, 12, 13 and 22) are located in the Hawkins Point area of Baltimore City. The properties are vacant lots that have been dumped on; they are overgrown with trash, debris, trees, and weeds. The Department of Transportation surplused the properties and received no interest from other City agencies. ACS Properties, LLC will redevelop the properties and erect a one story pole building and off street parking for six vehicles for ACS Properties, LLC, in accordance with the current zoning.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Real Estate - cont'd

Although the property appraised for \$238,000.00 on June 14, 2018, the City's Appraisal Policy requires that the sales must be presented within one year of the date of the appraisal to the Board of Estimates for approval. The City Appraiser reviewed the appraisal and determined that the value has not drastically changed and supports the use of this appraisal.

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Space Utilization Committee - Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Lease Agreement Renewal with the Babe Ruth Foundation, Inc., Tenant, for the rental of the property known as 216 Emory Street, consisting of 5,510.00 sq. ft. The period of the renewal is January 1, 2020 through December 31, 2024.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annual rent

BACKGROUND/EXPLANATION:

On October 7, 2015, the Board approved the original lease agreement for five-years with an option to renew for three five-year renewal options. The Tenant will exercise the first renewal option.

All other terms and conditions of the original lease agreement dated October 7, 2015 will remain in full force and effect.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with the Friends of President Street Station, Inc., Tenant, for the rental of 801 Fleet Street, known as President Street Station. The period of the Lease Agreement is July 1, 2019 through June 30, 2024.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annual Rent

BACKGROUND/EXPLANATION:

The Tenant will be volunteering their services for the historical preservation of the Civil War Museum. The City will be responsible for the security costs of the property and will share 50% of the proceeds from the donations the Tenant receives from the public toward the utility and maintenance cost of the building and to provide liability insurance.

The Lease Agreement is late because of administrative delays.

The Space Utilization Committee approved this Lease Agreement on October 8, 2019.

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Space Utilization Committee - Second Amendment to Lease Amendment

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment to Lease Agreement (Second Amendment) with Lexington Market, Inc., Lessee, for the rental of the property known as 200 N. Eutaw Street, (Block 618, Lot 6), 112 N. Eutaw Street (Block 595, Lot 6) also known as Lexington Market and the adjacent parking lot, consisting of 3.135 acres parking lot. The Second Amendment to Lease Agreement will extend the period of the Lease Agreement through October 21, 2049.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annually, if demanded

BACKGROUND/EXPLANATION:

The amended term will be for 70 years and will commence November 1, 1979 and will terminate October 31, 2049, with the right to renew for two additional 10-year terms, upon the same terms and conditions. All other terms and conditions of the original Lease Agreement dated October 31, 1979 and the First Amendment to lease dated June 29, 2005, will remain in full force and effect. This Second Amendment is necessary in order for the Lexington Market to move forward with a major renovation being financed with the use of New Market Tax Credits. That project is currently being structured and will involve the Lexington Market setting up a subsidiary to engage in the New Market Tax Credit Financing.

The Space Utilization Committee approved this Second Amendment to Lease Agreement on October 9, 2019.

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

EXTRA WORK ORDERS

* * * * *

The Board is requested to approve

all of the

Extra Work Orders

as listed on the following pages:

15 - 16

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

AGENDA

BOARD OF ESTIMATES

10/30/2019

EXTRA WORK ORDERS

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

Department of Transportation/Office of Engineering and Construction

- | | | | |
|----|--|----------|---|
| 1. | EWO #001, (\$148,183.41) TR 13306R, Resurfacing Highways @ Various Locations, Southwest Sector III | | |
| | <u>\$3,365,177.00</u> | <u>-</u> | <u>Manuel Luis Construction Company, Inc.</u> |
| | | | 100% |

As a result of completing the project close-out audit this final EWO represents a net credit in the amount of \$148,183.41. The final EWO reconciles contract bid for items. The reconciliation includes overrun and underrun adjustments for items used during the projects.

DBE PARTICIPATION:

The Contractor met the established goal of 30%.

APPROVED FOR FUNDS BY FINANCE

Department of Public Works/Office of Engineering and Construction

- | | | | |
|----|--|----------------|---|
| 2. | EWO #3, \$0.00 WC 1302, O/C Carbon Fiber Reinforced Polymer Large Water Main Repairs | | |
| | <u>\$2,730,570.00</u> | <u>\$ 0.00</u> | <u>Structural Preservation Systems, LLC</u> |
| | | | 365 day |
| | | | 41% |

AGENDA

BOARD OF ESTIMATES

10/30/2019

EXTRA WORK ORDERS

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

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

The Board is requested to approve a time extension with Structural Preservation Systems LLC under WC 1302. This is the third time extension and will increase the duration time of the contract by one year for a total contract duration time of 1,825 days. The current construction completion date is November 18, 2019 and the new construction completion date is November 18, 2020. This extra work order is within the original scope of work and was requested by the Agency.

The Department is requesting a 365 day non-compensable time extension for WC 1302-O/C Carbon Fiber Reinforced Polymer Large Water Main Repairs. This project is necessary for the City to be able to quickly mobilize a contractor repairing Prestressed Concrete Cylinder Pipe (PCCP) in case a need arises based on Prestressed Concrete Cylinder Pipe main inspections and condition assessments. The services provided under this contract are critical to the Office of Asset Management to be able to deal with emergencies in the water distribution system, such as an imminent catastrophic break on a large diameter Prestressed Concrete Cylinder Pipe main. The proposed time extension will allow uninterrupted services and ensure that these critical essential services are available should the need arise, while a new replacement contract is advertised, bid and procured simultaneously. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MWBOO FOUND VENDOR IN COMPLIANCE ON 08/23/19.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

10/30/2019

Baltimore Development - Funding and Repayment Agreement Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve: (a) City funding of a \$230,000.00 Conditional Loan to Citywide Youth Development Inc. (CYD) to finance equipment for CYD's relocation of its operations to a 10,000 square foot building to be purchased at 2136 W. North Avenue, Baltimore MD.; and (b) the execution by the Mayor or Director of Finance of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents subject to review for form and legal sufficiency by the Law Department.

AMOUNT OF MONEY AND SOURCE:

\$230,000.00 - 9910-923100-9601-900000-709099
Economic Development Bond Funds

No transfer of funds required. Funds are already in the capital project account.

BACKGROUND/EXPLANATION:

The CYD'S mission is to provide relief of the poor, distressed, and underprivileged by encouraging entrepreneurship, education, providing vocational skills training, and establishing enterprise development. Their goal is to utilize entrepreneurship and manufacturing as a crime prevention, poverty eradication, and a community revitalization strategy.

The CYD was established in 2010 and to date the CYD has created over 100 entrepreneurship and job opportunities. It has established three youth-run enterprises. This includes a fashion brand and retail store, "Made in BMore Clothing" located in the Towson Town Center, "Citywide Screen Printing & Embroidery" that partners with Baltimore and Under Armour, and Frozen Dessert Sorbet: the largest mobile cart company in Maryland (20 to date) currently located in Oriole Park.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Baltimore Development Cooperation - cont'd

The CYD is relocating its training facility, in the 21217-zip code, one of the most impoverished areas of Baltimore city. This project is a collaborative effort between grassroots, educational, public, and private organizations.

The new facilities will house:

- Workforce Development Programs
- Two retail/wholesale showrooms
- Training in apparel manufacturing and frozen desert Production
- Seventy Entrepreneur and job opportunities

Financial Assistance:

The BDC is recommending financial assistance in the form of a conditional loan in an amount of \$230,000.00

If the CYD achieves substantial completion of the Project and receives a use and occupancy permit on or before December 31, 2020 to move into the 10,000 square foot building, the funding in the amount of \$230,000.00 will be forgiven. If the Company does not achieve substantial completion and move into the building by the aforementioned date, then on demand from the City, the Company will repay to the City all or a portion of the funding as determined by the City at its sole and absolute discretion and interest at 4% annum.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Baltimore Police Department - Intergovernmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve an authorized execution of the Intergovernmental Agreement with the Office of the State's Attorney for Baltimore City. The period of the agreement is October 1, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$64,100.00 - 4000-412719-2021-746300-601001

BACKGROUND/EXPLANATION:

On January 23, 2019 the Board approved a grant award from the U.S. Department of Justice through the Maryland Governor's Office of Crime Control and Prevention for the period of October 1, 2018 through September 30, 2019.

The State's Attorney Office will join the Department in investigation of sexual offenses, prosecution of legally sufficient sexual offenses and the experience of victims in the criminal justice system, and training. The funds will be used for salary and equipment.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Intergovernmental 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:

21 - 23

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

10/30/2019

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$3,000,000.00	9910-913092-9600	9910-914092-9601
Casino Area	Construction	City Animal
Local Impact	Reserve	Care Facility
Aid	(City Animal Care Facility)	

This transfer of funds will allow for the construction of a new City Animal Care Facility in the Cherry Hill community.

Department of Transportation

2. \$166,468.63	9950-911077-9513	9950-901046-9512-5
State Rev.	Construction	Inspection -
	Reserve - Traffic	Traffic Signal
	Reconstruction	Reconstruction

This transfer will fund the costs associated with Task #19 on Project No. 1183, On-Call Consultant Services for Traffic Signals, ITS & Traffic Engineering with McCormick Taylor in the amount of \$151,335.12.

3. \$ 15,000.00	9950-908214-9515	9950-903281-9514
State Constr.	Reserve - Major	Resurfacing Hwy. -
Rev. - Series	Construction -	NW II
FY 2020	Resurfacing	
	Northwest	

This transfer will cover the costs of prints and other related costs necessary to advertise Project TR 20011, Resurfacing Highway Northwest II in the amount of \$15,000.00.

AGENDA

BOARD OF ESTIMATES

10/30/2019

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>			
4.	\$ 15,000.00	9950-903846-9515	9950-904280-9514
	State Constr.	Reserve - Major	Resurfacing Hwy. -
	Rev. - Series	Construction -	NE I
	FY 2020	Resurfacing -	
		Northeast	

This transfer will cover the costs of prints and other related costs necessary to advertise Project TR 20010, Resurfacing Highway Northeast I in the amount of \$15,000.00.

5.	\$ 15,000.00	9950-909215-9515	9950-903282-9514
	State Constr.	Reserve - Major	Resurfacing Hwy. -
	Rev. - Series	Construction -	SW III
	FY 2020	Resurfacing -	
		Southwest	

This transfer will cover the costs of prints and other related costs necessary to advertise Project TR 20012, Resurfacing Highway Southwest III in the amount of \$15,000.00.

6.	\$ 15,000.00	9950-906216-9515	9950-904283-9514
	State Constr.	Reserve - Major	Resurfacing Hwy. -
	Rev. - Series	Construction -	SE IV
	FY 2020	Resurfacing	
		Southeast	

This transfer will cover the costs of prints and other related costs necessary to advertise Project TR 20013, Resurfacing Highway Southeast IV in the amount of \$15,000.00.

Baltimore City office of Information Technology (BCIT)

7.	\$241,674.45	9903-935013-9117	9903-916013-9116
	General Fund	Backup and Recovery	BCIT Backup and
	Revenue	System	Recovery System

AGENDA

BOARD OF ESTIMATES

10/30/2019

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BCIT - cont'd</u>		
This transfer is requested for the continuation of the backup and recovery system for critical City applications and systems.		

Department of Public Works

8.	\$2,692,000.00 Water Revenue Bonds	9960-909312-9558 Montebello WTP Filter Renovation	9960-907304-9557-6 Construction
	1,728,000.00 <u>County Revenue</u> \$4,420,000.00	-----	

This transfer will cover costs of WC 1362, Montebello II Emergency Filter Repair.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Employee's Retirement System (ERS) - Investment Management Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Investment Management Agreement with ERS Board and Wells Capital Management Incorporated. The agreement is effective upon Board approval and may be terminated by giving at least 30 days written notice to the other party. The ERS Board requests authorization to approve subsequent agreements related to the Investment Manager Agreement for additional allocations to the fund.

AMOUNT OF MONEY AND SOURCE:

No General funds are involved

\$90,000,000.00 - ERS funds will be managed by Wells Capital Management Incorporated

\$ 19,000.00 - average annual management fee

BACKGROUND/EXPLANATION:

Wells Capital Management Incorporated will be managing an initial investment of \$90,000,000.00 of ERS funds in its U.S. Low Volatility Equity Investment Program. The average annual fee is \$19,000.00.

The ERS Board with the assistance of its investment consultant, Marquette conducted a nationwide search for a multi-asset and fixed income equity fund with low volatility within the U.S markets for investing a portion of ERS assets. With the recommendation of the ERS investment consultant, Marquette, the fund was selected. For this transaction, ERS approves the Investment Manager Agreement and other agreement/materials distributed in connection with the Agreement and may need to approve subsequent agreements related to the Investment Manager Agreement for additional allocations to the fund.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Employees' Retirement Systems' - Deferred Compensation Plan
Restatement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Retirement Savings Plan of the City of Baltimore to approve a Restatement of the City of Baltimore's Deferred Compensation Plan (Plan) to be effective January 1, 2020.

AMOUNT OF MONEY AND SOURCE:

No General Fund monies or fees are involved in this transaction.

BACKGROUND/EXPLANATION:

The Retirement Savings Plan Board of Trustees (RSP) adopted a Restatement of the Deferred Compensation Plan to be effective January 1, 2020. This January 1, 2020 Restatement continues the Plan as previously restated effective January 1, 2004 and as amended on several occasions since that date. The Plan's original effective date was April 1, 1975. The Plan enables Employees to defer a portion of their compensation upon a pre-or post-tax basis and receive benefits at termination of employment, retirement or death or in the event of financial hardship due to unforeseeable emergencies. The Plan is intended to satisfy the requirements of an eligible deferred compensation plan under Internal Revenue Code Section 457(b) and will be interpreted accordingly.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Employment - Professional Service Agreement
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Baltimore City Board of School Commissioners, Baltimore City Public Schools and the Mayor's Office of Employment Development to provide funding and resources for the YouthWorks summer jobs program. The period of the agreement is July 1, 2019 through August 2, 2019 upon Board approval.

AMOUNT OF MONEY AND SOURCE:

\$96,000.00 - 5000-510920-6397-460505-405001

The funding level for this Agreement is \$96,000.00 of Baltimore City Board of School Commissioners Account Funds.

BACKGROUND/EXPLANATION:

The YouthWorks summer jobs program has been operated successfully by the Mayor's Office of Employment Development for more than 30 years. Last year, the program offered more than 8,000 jobs to eligible youth between the ages of 14-21 to secure their first work experience.

This Agreement will support 60 Youth Works workers for the summer who will contribute to the, day-to-day operations in various departments at the City Schools District Office in Baltimore city as well as the Great Kids Farm in Catonsville. The Board of School Commissioners approved the Agreement and Budget between the City schools and MOED on July 23, 2019 to support the YouthWorks summer jobs program.

AGENDA

BOARD OF ESTIMATES

10/30/2019

MOED - cont'd

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Housing and - cont'd
Community Development

3. ROBERTA'S HOUSE, INC. \$100,000.00

Account: 2089-208920-5930-736126-603051

Funding will subsidize the Sub-grantee's operating costs for one year. The Sub-grantee will provide grief counseling and bereavement support services, free of charge to low-and moderate-income youth and their families who have experienced acute emotional distress related to a death and/or traumatic loss.

FOR FY 2020, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.

MWBOO GRANTED A WAIVER ON OCTOBER 9, 2019.

**4. GREATER BALTIMORE COMMUNITY HOUSING \$27,880.00
RESOURCES BOARD, INC. (GBCHRB)**

Account: 2089-208920-5930-436384-603051

Funding will allow the GBCHRB to procure a consultant to provide technical expertise in planning, designing, and conducting an effective program of fair housing education, training, analysis, and administration in Baltimore City. The consultant on behalf of the GBCHRB will provide general fair housing ordinance education, fair housing education for persons with disabilities, regional fair housing advocacy, awareness special events, and fair housing curriculum support in Baltimore City Public Schools. The period of the agreement is October 1, 2019 through September 30, 2020.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Housing and - cont'd
Community Development

On August 22, 2019, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2019 Annual Action Plan including the Community Development Block Grant funds (CDBG), which had been approved by HUD Headquarters.

HUD's approval of CDBG program funding is effective July 1, 2019. The DHCD's Contracts Section began negotiating and processing CDBG agreements and MOU's as outlined in the Plan to be effective July 1, 2019 and beyond. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Community Development Block Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Housing and - Community Catalyst Grants Operating
Community Development Program Budget and Scope of Work
(DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve five project budgets and scopes of work for the Community Catalyst Grants Operating program: one project budget and one scope of work for each of the five Awardees. The five Awardees are as follows:

1. Baltimore Roundtable for Economic Democracy
2. Bon Secours Community Works
3. Hanlon Improvement Association
4. Impact Hub Baltimore
5. Upton Planning Committee

The total amount of the five projects is \$171,000.00. Following approval, the Department will execute individual agreements with Awardees and/or their Fiscal Agents. The term of the agreement will vary for each Awardee but can be a maximum of three years effective from the date agreements are executed with the DHCD. There is a total of 35 grantees, and information will be submitted to the Board in multiple submissions. The first submission of eight projects was approved by the Board on October 2, 2019. The second submission of ten projects was approved by the Board on October 16, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 47,000.00	- Baltimore Roundtable for Economic Democracy
25,000.00	- Bon Secours Community Works
25,000.00	- Hanlon Improvement Association
34,000.00	- Impact Hub Baltimore
<u>40,000.00</u>	- Upton Planning Committee
\$171,000.00	- 9910-906222-9588

Department of Housing and - cont'd
Community Development

BACKGROUND/EXPLANATION:

The DHCD's community development strategies focus resources in disinvested and overlooked communities where City funds will spur the DHCD's community development strategies focus resources in disinvested and overlooked communities where City funds will spur growth and transformation and attract additional investment. The DHCD created the Community Catalyst Grants Program (CCG), a \$5,000,000.00 initiative to leverage assets and support community led organizations to increase their capacity and ability to undertake neighborhood revitalization initiatives. Up to \$2,000,000.00 of CCG Funds were allocated to supporting operating costs and up to \$3,000,000.00 to supporting capital projects.

In October 2018, the DHCD released the CCG Operating Grant Guidelines and Application. On March 7, 2019, the Mayor awarded 35 organizations a total of \$1,750,000.00. The balance of \$250,000.00 will be maintained for the DHCD's administrative cost.

On September 18, 2019, the Board approved a Form Agreement for Grantees and a Form Agreement for Grantees with Fiscal Agents. The form agreements were approved by the Law Department for form and legal sufficiency. The agreement stipulates that final budgets and scopes of work are to be approved by the Board of Estimates before the DHCD can execute agreements. This information will be provided to the Board as multiple submissions.

MWBOO APPROVED A WAIVER FOR ALL AWARDS \$50,000.00 and greater.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Housing and Community Development - Community Catalyst Grants Operating Projects Budget and Scope of Work

ACTION REQUESTED OF B/E:

The Board is requested to approve ten project budgets and scopes of work for the Community Catalyst Grants Operating program: one project budget and one scope of work for each of the ten Awardees. The ten Awardees are as follows:

Baltimore Good Neighbors Coalition
Clergy United for the Transformation
of Sandtown
Endside Out
Garrison Restorative Action and Community
Empowerment Corporation;
Habitat for Humanity of the Chesapeake
Holy Nativity & St. John Development
Corporation
Intersection of Change
KMW/Threshold, Inc.
Neighborhood Design Center
Peoples Homesteading Group

The total amount of the ten projects is \$468,000.00. Following approval, the Department will execute individual agreements with Awardees and/or their Fiscal Agents. The term of the agreement will vary for each Awardee but can be a maximum of three years effective from the date agreements are executed with the DHCD. There is a total of 35 grantees, and information will be submitted to the Board in multiple submissions. The first submission of eight projects was approved by the Board on October 2, 2019. The second submission of ten projects was approved by the Board on October 16, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 50,000.00 - Baltimore Good Neighbors Coalition
50,000.00 - Clergy United for the Transformation of Sandtown
50,000.00 - Endside Out
45,000.00 - Garrison Restorative Action and Community
Empowerment

AGENDA

BOARD OF ESTIMATES

10/30/2019

DHCD - cont'd

40,000.00 - Habitat for Humanity of the Chesapeake
50,000.00 - Holy Nativity & St. John Development
Corporation
48,000.00 - Intersection of Change
50,000.00 - KMW/Threshold, Inc.
25,000.00 - Neighborhood Design Center
60,000.00 - Peoples Homesteading Group
\$468,000.00 - 9910-906222-9588

BACKGROUND/EXPLANATION:

The DHCD's community development strategies focus resources in disinvested and overlooked communities where City funds will spur growth and transformation and attract additional investment. The DHCD created the Community Catalyst Grants Program (CCG), a \$5,000,000.00 initiative to leverage assets and support community-led organizations to increase their capacity and ability to undertake neighborhood revitalization initiatives. Up to \$2,000,000.00 of CCG Funds were allocated to supporting operating costs and up to \$3,000,000.00 to supporting capital projects.

In October 2018, the DHCD released the CCG Operating Grant Guidelines and Application. On March 7, 2019, the Mayor awarded 35 organizations a total of \$1,750,000.00. The balance of \$250,000.00 will be maintained for the DHCD's administrative cost.

On September 18, 2019, the Board approved a Form Agreement for Grantees and a Form Agreement for Grantees with Fiscal Agents. The form agreements were approved by the Law Department for form and legal sufficiency. The agreement stipulates that final budgets and scopes of work are to be approved by the Board of Estimates before the DHCD can execute agreements. This information will be provided to the Board as multiple submissions.

MWBOO APPROVED A WAIVER FOR ALL AWARDS \$50,000.00 AND GREATER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Criminal Justice - First Amendment to Agreement

The Board is requested to approve and authorize execution of the First Amendment to the Agreement with Community Mediation Program, Inc. d/b/a Baltimore Community Mediation Center (BCMC) for Safe Streets Baltimore (SSB) implementation in Woodbourne. The amended agreement will be effective March 13, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On December 12, 2018, the Board of Estimates approved and authorized acceptance of a grant award from the Governor's Office of Crime Control and Prevention(GOCCP) to fund one year of the Safe Streets Baltimore Program expansion from four communities to ten. BCMC was selected as a vendor to operate one of the six new expansion areas in the Woodbourne community. The Board of Estimate approved on March 13, 2019 an Agreement with the BCMC for \$271,253.00 ending on June 30, 2019. This amendment is to extend the term of the agreement with BCMC to June 30, 2020.

The agreement is late because of budget review and revisions that delayed processing.

MBE/WBE PARTICIPATION:

N/A

AUDITS REVIEWED AND HAD NO OBJECTION.

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

CITY COUNCIL BILLS:

19-0406 - An Ordinance concerning a Franchise - Cellco Partnership, d/b/a Verizon Wireless For the purpose of granting a franchise to Cellco Partnership, d/b/a Verizon Wireless, a Delaware general partnership, to construct, install, maintain, repair, operate, relocate, replace, and remove certain Communications Facilities in and across certain streets and Public Ways and Park Properties, subject to certain terms and conditions; and providing for a special effective date.

THE LAW DEPARTMENT STATES THAT ARTICLE VIII OF THE BALTIMORE CITY CHARTER REQUIRES THAT A BILL GRANTING A FRANCHISE TO BE REFERRED TO THE BOARD OF ESTIMATES AFTER FIRST READING. CITY CHARTER, ART. VIII, §2. THE BOE IS EMPOWERED TO DETERMINE THE PROPOSED COMPENSATION TO BE PAID THE CITY AND THE CONDITIONS UNDER WHICH THE FRANCHISE IS GRANTED. *ID.*

IF THE ABOVE PROCEDURAL REQUIREMENTS ARE MET, THE BILL SHALL BE IN ACCORDANCE WITH ARTICLE VIII OF THE BALTIMORE CITY CHARTER AND THE LAW DEPARTMENT WILL APPROVE THE BILL FOR FORM AND LEGAL SUFFICIENCY.

THE LAW DEPARTMENT WISHES TO SUPPLEMENT ITS BILL REPORT DATED AUGUST 16, 2019 TO EXPLAIN AND PROVIDE A PROPOSED AMENDMENT TO COUNCIL BILL 19-0406.

WHEN THE LEGISLATION WAS DRAFTED, THE CITY AND CELLCO WERE UNAWARE THAT CELLCO MAY BE REQUIRED TO CONSTRUCT CERTAIN CONDUIT IN ORDER TO SERVICE THE SMALL WIRELESS FACILITIES PERMITTED BY COUNCIL BILL 19-0406. THE LEGISLATION AS DRAFTED IS SILENT ON THIS MATTER. TO ACCOMMODATE CELLCO'S POTENTIAL NEED FOR CONDUIT, THE AMENDMENT THEREFORE IS NEEDED.

CITY COUNCIL BILLS - cont'dAmendment No. 1

On page 7, after line 15, insert

7.1 Conduit

FOR THE DEPLOYMENT OF NEW FIBER OPTIC CABLE IN THE PUBLIC WAY AND ON PARK PROPERTIES TO SUPPORT THE COMMUNICATIONS FACILITIES, FRANCHISEE MAY USE EXISTING CITY-OWNED CONDUIT. IN THE EVENT THERE IS NO AVAILABLE CITY-OWNED CONDUIT TO MEET FRANCHISEE'S REQUIREMENTS, AND IN THE ABSENCE OF ANY SUITABLE CONDUIT OWNED BY A THIRD PARTY, FRANCHISEE MAY, IN COORDINATION WITH THE CITY, CAUSE THE CONSTRUCTION OF ADDITIONAL CONDUIT IN THE PUBLIC WAY OR ON PARK PROPERTIES. ANY CONSTRUCTION PERFORMED PURSUANT TO THIS SECTION SHALL BE CONSISTENT WITH CITY SPECIFICATION AND INCLUDE AT LEAST TWO ADDITIONAL SPARE DUCTS FOR FUTURE CITY USE FOR FIBER INSTALLATION. FRANCHISEE AGREES THAT TITLE IN SUCH PROPERTY SHALL TRANSFER TO THE CITY UPON ITS SUBSTANTIAL COMPLETION. NOTWITHSTANDING THE FOREGOING, IN THE EVENT THAT THE FRANCHISEE ELECTS TO USE A THIRD PARTY FOR THE INSTALLATION OF FIBER AND CONDUIT, THE CITY ACKNOWLEDGES AND AGREES THAT IF THE THIRD PARTY POSSESSES A VALID FRANCHISE AGREEMENT WITH THE CITY, THE THIRD PARTY'S FRANCHISE AGREEMENT WITH THE CITY TAKES PRECEDENCE OVER THE ABOVE REQUIREMENTS FOR CAUSING CONSTRUCTION OF NEW CONDUIT IN THE PUBLIC WAY OR ON PARK PROPERTIES.";

and, on the same page, in line 16, strike "7.1" and substitute "1,2".

THE BALTIMORE CITY OFFICE OF INFORMATION TECHNOLOGY (BCIT) HAS REVIEWED CITY COUNCIL BILL 19-0406 AND IS IN GENERAL SUPPORT BUT WOULD LIKE TO PROVIDE A PROPOSED AMENDMENT TO COUNCIL BILL 19-0406.

AGENDA

BOARD OF ESTIMATES

10/30/2019

CITY COUNCIL BILLS - cont'd

WHEN THE LEGISLATION WAS DRAFTED, THE CITY AND CELLCO WERE UNAWARE THAT CELLCO MAY BE REQUIRED TO CONSTRUCT NEW CONDUIT WHEN THERE IS NO CITY OWNED CONDUIT IN THEIR PROPOSED ROUTE IN ORDER TO PROVIDE THE WIRELESS SERVICES PERMITTED BY COUNCIL BILL 19-0406. TO ADDRESS CELLCO'S POTENTIAL NEED FOR CONDUIT CONSTRUCTION, BCIT WOULD LIKE TO PROPOSE AN AMENDMENT TO THE ORIGINAL LEGISLATION.

FOR THE DEPLOYMENT OF NEW FIBER OPTIC CABLE IN THE PUBLIC WAY AND ON PARK PROPERTY, THE FRANCHISE MAY USE EXISTING AVAILABLE CITY-OWNED CONDUIT, BUT THERE MAY BE INSTANCES WHEN THE CONDUIT IS FULL, COMPROMISED, OR OTHERWISE NOT AVAILABLE FOR USE. IN THESE INSTANCES WHEN THERE IS NO CITY-OWNED CONDUIT AND NO THIRD PARTY CONDUIT SOLUTION AVAILABLE, THE FRANCHISE MAY, IN COORDINATION WITH THE CITY, CONSTRUCT ADDITIONAL CONDUIT IN THE PUBLIC WAY OR PARK PROPERTIES. ANY CONSTRUCTION COMPLETED UNDER THIS AGREEMENT SHALL BE CONSISTENT WITH CITY STANDARDS AND SHALL INCLUDE AT LEAST TWO ADDITIONAL DUCT BANKS IN THE CONSTRUCTED CONDUIT FOR FUTURE CITY USE. THE FRANCHISE AGREES THAT OWNERSHIP OF THE ADDITIONAL DUCT BANKS WILL BE TRANSFERRED TO THE CITY UPON COMPLETION OF THE CONSTRUCTION.

THE ADDITIONAL DUCT BANKS WOULD ALLOW THE CITY OPPORTUNITIES TO PROVIDE SERVICES IN AREAS THAT MAY BE DIFFICULT TO SERVE. THIS OPPORTUNITY COULD ALLOW THE CITY TO PROVIDE WI-FI IN AREAS HARD TO REACH, CCTV CAMERAS AS WELL AS ADDITIONAL LIGHTING. BCIT IS HOPEFUL THAT THIS AMENDMENT WILL BE CONSIDERED CAREFULLY AND IS READY TO ASSIST MOVING FORWARD.

THE DEPARTMENT OF REAL ESTATE HAS NO OBJECTIONS TO THE PASSAGE OF CITY COUNCIL BILL 19-406 ALTHOUGH WE RECOMMEND THAT IT BE MODIFIED TO STATE THE CITY'S PREFERENCE FOR CO-LOCATION OF THE TELECOMMUNICATION EQUIPMENT OF ALL CARRIERS, IF TECHNICALLY POSSIBLE, TO MINIMIZE THE VISUAL IMPACT OF A PROLIFERATION OF POLES WITH EQUIPMENT FOR ONLY ONE CARRIER.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

AGENDA

BOARD OF ESTIMATES

10/30/2019

CITY COUNCIL BILLS - cont'd

19-0407 - An Ordinance concerning a Franchise - New Cingular Wireless PCS For the purpose of granting a franchise to New Cingular Wireless PCS, LLC, to construct, install, maintain, repair, operate, relocate, replace, and remove certain Communications Facilities in and across certain streets and Public Ways and Park Properties, subject to certain terms and conditions; and providing for a special effective date.

THE LAW DEPARTMENT STATES THAT ARTICLE VIII OF THE BALTIMORE CITY CHARTER REQUIRES THAT A BILL GRANTING A FRANCHISE TO BE REFERRED TO THE BOARD OF ESTIMATES AFTER FIRST READING. CITY CHARTER, ART. VIII, §2. THE BOE IS EMPOWERED TO DETERMINE THE PROPOSED COMPENSATION TO BE PAID THE CITY AND THE CONDITIONS UNDER WHICH THE FRANCHISE IS GRANTED. *ID.*

IF THE ABOVE PROCEDURAL REQUIREMENTS ARE MET, THE BILL SHALL BE IN ACCORDANCE WITH ARTICLE VIII OF THE BALTIMORE CITY CHARTER AND THE LAW DEPARTMENT WILL APPROVE THE BILL FOR FORM AND LEGAL SUFFICIENCY.

WHEN THE TWO FRANCHISE BILLS WERE DRAFTED, COUNCIL BILLS 19-0406 & 19-0407, THE PROPOSED FRANCHISEE IN COUNCIL BILL 19-0406, CELLCO PARTNERSHIP, D/B/A VERIZON, WAS UNAWARE OF ITS NEED TO CONSTRUCT CERTAIN CONDUIT IN ORDER TO SERVICE THE SMALL WIRELESS FACILITIES PERMITTED BY THE FRANCHISE. THE LAW DEPARTMENT HAS PROPOSED AN AMENDMENT TO THAT BILL TO CORRECT THE OMISSION.

IN CONTRAST TO COUNCIL BILL 19-0406, COUNCIL BILL 19-0407 FOR NEW CINGULAR WIRELESS CONTAINS PROVISIONS THAT PERMIT THE CONSTRUCTION OF CONDUIT. THOSE PROVISIONS, HOWEVER, NEED REVISIONS TO ACCOMMODATE CERTAIN FEDERAL REQUIREMENTS AND TO CONFORM WITH THE AMENDMENT PROPOSED FOR COUNCIL BILL 19-0406. THUS, THE LAW DEPARTMENT SUBMITS THE AMENDMENT TO COUNCIL BILL 19-0407.

AMENDMENT NO. 1

On page 7, in line 18, strike "shall" and substitute "may"; the same page, in line 20, after 11 requirements,", insert "and in the absence of any suitable conduit owned by a third party,"; in the same

AGENDA

BOARD OF ESTIMATES

10/30/2019

CITY COUNCIL BILLS - cont'd

Line, after "may", insert a comma; and, in the same line, after "city", insert a comma.

AMENDMENT NO. 2

On page 7, in line 21, strike beginning with "if" down through and including "structures.", in line 25.

BALTIMORE CITY OFFICE OF INFORMATION TECHNOLOGY (BCIT) HAS REVIEWED CITY COUNCIL BILL 19-0407 AND IS IN GENERAL SUPPORT BUT WOULD LIKE TO PROVIDE A PROPOSED AMENDMENT TO COUNCIL BILL 19-0407.

FOR THE DEPLOYMENT OF NEW FIBER OPTIC CABLE IN THE PUBLIC WAY AND ON PARK PROPERTY, THE FRANCHISE MAY USE EXISTING AVAILABLE CITY-OWNED CONDUIT, BUT THERE MAY BE INSTANCES WHEN THE CONDUIT IS FULL, COMPROMISED, OR OTHERWISE NOT

AVAILABLE FOR USE. IN THESE INSTANCES WHEN THERE IS NO CITY-OWNED CONDUIT OR NO THIRD PARTY CONDUIT SOLUTION AVAILABLE, THE FRANCHISE MAY, IN COORDINATION WITH THE CITY, CONSTRUCT ADDITIONAL CONDUIT IN THE PUBLIC WAY OR PARK PROPERTIES. ANY CONSTRUCTION COMPLETED UNDER THIS AGREEMENT SHALL BE CONSISTENT WITH CITY STANDARDS.

COUNCIL BILL 19-0407 FOR NEW CINGULAR WIRELESS CONTAINS PROVISIONS THAT PERMIT THE CONSTRUCTION OF CONDUIT, HOWEVER BCIT WOULD LIKE TO PROPOSE AN AMENDMENT TO COUNCIL BILL 19-0407, THAT WOULD REQUIRE THE FRANCHISE TO CONSTRUCT AT LEAST TWO ADDITIONAL DUCT BANKS IN THE NEWLY CONSTRUCTED CONDUIT WHERE APPLICABLE. THOSE DUCT BANKS WOULD TRANSFER OWNERSHIP TO THE CITY UPON COMPLETION OF THE CONSTRUCTION.

THE ADDITIONAL DUCT BANKS WOULD ALLOW THE CITY OPPORTUNITIES TO PROVIDE SERVICES IN AREAS THAT MAY BE DIFFICULT TO SERVE. THIS OPPORTUNITY COULD ALLOW THE CITY TO PROVIDE WI-FI IN AREAS HARD TO REACH, CCTV CAMERAS AS WELL AS ADDITIONAL LIGHTING. BCIT IS HOPEFUL THAT THIS AMENDMENT WILL BE CONSIDERED CAREFULLY AND IS READY TO ASSIST MOVING FORWARD.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 26 to STV/PB Construction Managers JV under Project No. 1217, On-Call Construction Project Management Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$180,692.40 - 9962-909075-9562-900000-705032

BACKGROUND/EXPLANATION:

This task provides the Conduit Division with Public Works Inspector III field services for the observation and monitoring of Conduit Capital Maintenance Conduit TR 18014.

MBE/WBE PARTICIPATION:

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

THE EAR WAS APPROVED BY MWBOO APPROVED ON OCTOBER 8, 2019.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 27 to STV/PB Construction Managers JV under Project No. 1217, On-Call Construction Project Management Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$180,100.95 - 9962-909075-9562-900000-705032

BACKGROUND/EXPLANATION:

This task provides the Conduit Division with Public Works Inspector III field services for the observation and monitoring of Conduit Capital Maintenance Contract TR 18014.

MBE/WBE PARTICIPATION:

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

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 8, 2019.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to Wallace, Montgomery & Associates under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$110,170.70 - 9950-902315-9506-900020-703032
110,170.70 - 9950-901882-9508-900020-703032
\$220,341.40

BACKGROUND/EXPLANATION:

This task provides for supplemental services for the development of the Complete Street Manual Phase II (Manual). The scope of services include, but is not limited to planning, engineering, and support services for the completion of the Manual by the October 2019 deadline.

MBE/WBE PARTICIPATION:

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

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 1, 2019.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Transportation - 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 Greektown Neighborhood Association, Inc. The period of the MOU is effective upon Board approval for five years with a renewal option for an additional five years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Greektown Neighborhood Association, Inc. has submitted plans and a valid petition for the installation of right-of-way sculpture art at the traffic triangle at S. Lehigh Street and Eastern Avenue.

The MOU establishes the framework for the Organization to install right-of-way art (Sculpture Art) at the traffic triangle at S. Lehigh Street and Eastern Avenue, at its sole cost and subsequently for the Greektown Neighborhood Association, Inc. to perform ongoing maintenance of all aspects of the Project during the term of the agreement. The Sculpture Art will be owned solely by the City and nothing in this MOU will confer upon the Organization any right, title or interest in the Sculpture Art other than as expressly provided in this MOU.

MBE/WBE PARTICIPATION:

Not a competitive procurement item. The Organization is paying for all costs.

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Transportation - Revised Fiscal Year 2019
Operating Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Fiscal Year 2019 Operating Grant Agreement with the Department of Transportation, Maryland Department of Transportation and the Maryland Transit Administration (MTA). The period of the operating grant agreement is July 1, 2018 through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$3,000,000.00 - 5000-580819-2303-248700-405001

BACKGROUND/EXPLANATION:

The Department of Transportation is a recipient of a Federal Transit Act Grant to fund operating expenses associated with the provisions of transportation services for the Charm City Circular (Large Urban Operating Circulator).

The purpose of the grant is to provide for the undertaking of a public transportation service with financial assistance under MTA's public transportation program. The assistance provided by the grant consists of a combination of federal, state and local funds.

The operating grant agreement is late due to obtaining approval from an external agency.

MBE/WBE/DBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Transportation - Developer's Agreement No. 1634

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No 1634 with Positive Youth Expressions, Inc.

AMOUNT OF MONEY AND SOURCE:

A performance bond in the amount of \$21,655.00 has been issued to Positive Youth Expressions, Inc., which assumes 100% of the financial responsibility.

BACKGROUND/EXPLANATION:

Positive Youth Expressions, Inc. would like to install a new water service to its property located at 1001 N. Dukeland Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

MBE/WBE PARTICIPATION:

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

The Developer's Agreement No. 1634 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Transportation - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with Sara A. Gunsiorowski and James Z. Gunsiorowski.

AMOUNT OF MONEY AND SOURCE:

The right-of-entry is being granted at no cost to the City.

BACKGROUND/EXPLANATION:

The Mayor and City Council, acting through the Department of Transportation, is proposing to perform subsurface investigations to include soil test borings on property owned by Sara A. Gunsiorowski and James Z. Gunsiorowski located at 1019 Dartmouth Glen Way. These tests are being performed as part of the preliminary subsurface investigations needed for a proposed Department of Transportation project to replace the existing retaining wall located on Dartmouth Road. This agreement will allow the City's contractor access to perform the soil tests. The Agreement is for a period of one year from the actual physical entry onto the property.

MBE/WBE PARTICIPATION:

N/A

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following page:
49
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

AGENDA

BOARD OF ESTIMATES

10/30/2019

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

- | | | |
|--|--|---------------|
| 1. B50005868, Provide
Mobile and On-site
Shredding | Item #2
Proshred Security

Items #1 and #3
Clean Cut Shredding | \$ 158,643.00 |
|--|--|---------------|

(Various Agencies)

MWBOO GRANTED A WAIVER ON 07/02/19.

- | | |
|--|---|
| 2. B50005802, One Ton 4x4
Pickup with Open Body | REJECTION: The Board is requested to reject all bids in response to Solicitation Number B50005802. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. One bid was received and opened on July 31, 2019. The user agency, the Department of Public Works originally requested an open body utility truck and is now requesting a closed body utility truck. It is recommended that the Board reject the sole bid received as being in the best interest of the City in order to competitively bid the changed requirements. New specifications have been provided. |
|--|---|

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an Expenditure of Funds to pay for annual membership for the National Association of Clean Water Agencies (NACWA). The period of the membership is October 1, 2019 to September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$28,662.50	-	2070-000000-5541-399300-603022
16,051.00	-	2071-000000-5541-398600-603022
2,866.25	-	2072-000000-5181-613400-603022
9,745.25	-	1001-000000-1901-190300-603022
\$57,325.00		

BACKGROUND/EXPLANATION:

The NACWA provides a viable option for public agencies as Clean Water Act regulations and enforcement continue to expand, making the case for a new approach that lets municipalities act as the drivers for prioritizing compliance with existing and new Clean Water Act regulations. The annual membership is for 18 Executives.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an Expenditure of Funds to pay annual membership for the Water Research Foundation (WRF). The period of the membership is January 1, 2019 to December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$11,594.80 - 2070-000000-5531-398600-603022
8,074.95 - 2071-000000-5541-398600-603022
1,035.25 - 2072-000000-5181-613400-603022
\$20,705.00

BACKGROUND/EXPLANATION:

The WRF is a non-profit organization that provides published research on technology and management of drinking water, wastewater, reuse, and storm water systems. The WRF provides research, innovation resources and gains input to research planning while making the case for a new approach, the WRF ensures water quality, and improving water services to the public.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Public Works - Amendment No. 1 to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to the Maryland Smart Energy Communities Grant Agreement (Amendment No. 1) with the Maryland Energy Administration. The Amendment will extend the period through February 28, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 3, 2018 the Board approved the original grant agreement in the amount of \$50,000.00 to be used to install energy efficiency improvements at the Central Pratt Library Annex and the Northern District Police Station.

The Amendment will allow more time to finish necessary work for the Office of Sustainable Energy by February 28, 2020 and to submit documentation no later than April 1, 2020.

The delay in submitting the Amendment No. 1 is because the signatures were recently received.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Public Works (DPW) - 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 effective upon Board approval for one year from the first day of the first month after the waterwheel becomes operational. Unless terminated by the City, the agreement will automatically renew at the end of the one-year term, for four one-year renewal periods.

AMOUNT OF MONEY AND SOURCE:

\$125,000.00 - 1001-000000-5152-387900-603026

\$125,000.00 - 2072-000000-5181-390602-603026

BACKGROUND/EXPLANATION:

The agreement will reimburse the Waterfront Partnership of Baltimore for operation and maintenance costs associated with the new Gwynns Falls Waterwheel. The Department of Public Works is responsible for removing trash from the Baltimore Harbor and associated tributaries, including the Gwynns Falls. The Waterfront Partnership of Baltimore has installed three waterwheels on tributaries as they enter the Inner Harbor, and is preparing to install a fourth on the Gwynns Falls. The waterwheels operate on hydro and solar power to remove trash from the respective tributaries before it enters the Inner Harbor. The waterwheels deposit the captured trash in an attached dumpster that is periodically emptied to dispose of the trash.

The existing waterwheels are highly visible and attract extensive, positive media attention. The DPW views the waterwheels as an important tool to educate our citizens and visitors about how litter dropped on City streets becomes trash that pollutes the City's waterways. Trash collected by the waterwheels would otherwise need to be collected by DPW's skimmer boat operation. The agreement will reimburse the Waterfront Partnership of Baltimore for operation and maintenance costs associated with the new Gwynns Falls Waterwheel. The City will pay up to a maximum of \$50,000.00 per year, including \$100.00 per ton of trash removed from the waterways and properly disposed up to \$6,200.00 annually,

DPW - cont'd

and \$3,650.00 per month for fixed costs to operate and maintain the Gwynns Falls Waterwheel. This agreement represent the expansion of an excellent collaboration between government and a non-profit representing business interests that support environmental initiatives to improve the health of our City and its waterways. The ultimate goal is to eliminate litter and illegal dumping from City streets.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 007 with Whitman, Requardt & Associates, LLP under Project 1805, On-Call Project and Construction Management Assistance. The period of the Task is 18 months.

AMOUNT OF MONEY AND SOURCE:

\$435,443.62

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting Whitman, Requardt & Associates, LLP to provide construction management assistance and inspection service on WC 1402, Urgent Need Water Infrastructure Rehabilitation and Improvements Phase I, FY20.

Whitman, Requardt & Associates, LLP will assist the Construction Management Section with construction monitoring and inspections, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews and construction contract administrative support. The project scope includes urgent need water main repairs and replacements as necessary, including, but not limited to, replacement/installation of various size new ductile iron pipe, valves, fittings, and appurtenances replacements/installation of fire hydrants, small meter settings, and meter vaults.

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: MBE: 29% and WBE: 10%. Currently, this on call agreement is not in compliance because MBE subs have not started billing yet, but tasks have been assigned. WBE is currently in compliance. The current Status is MBE: 0% WBE: 10%.

THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 19, 2019.

AGENDA

BOARD OF ESTIMATES

10/30/2019

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>
\$ 404,440.03	9960-910078-9558	
Revenue Bonds	Water Infrastructure	
	Rehab Urgent 3	
65,839.08	" " "	
County Revenue		
<u>\$ 470,279.11</u>	-----	9960-909982-9557-3 CMA

The transfer will cover costs of Project 1805 - (WC 1402) O/C
Project and Construction Management Assistance, Task 007.

(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

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

- 1. ASPEN BUILDING PRODUCTS, INC. \$250,000.00 Renewal
 Contract No. B50004207 - Repair and Installation Services for Building Glass - Departments of General Services, Recreation and Parks, etc. P.O. No.: P532945

On September 23, 2015, the Board approved the initial award in the amount of \$370,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$250,000.00 is for the period September 22, 2019 through September 23, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 3, 2015, MWBOO set goals of 3% MBE and 1% WBE. On October 22, 2018, Aspen Building Products, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Tito Contractors, Inc.	3%	\$40,512.15	5.17%
WBE: Innovative Building Solutions, Inc.	1%	\$ 7,898.50	1.00%

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 22, 2019.

- 2. BRENNTAG NORTHEAST, LLC \$200,000.00 Renewal
 Contract No. B50004779 - Hydrogen Peroxide for Wastewater Treatment Plants - Department of Public Works - Wastewater Facilities - P.O. No.: P537510

On November 9, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained four 1-year

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

renewal options. Two renewal options have been exercised. This third renewal in the amount of \$200,000.00 is for the period November 15, 2019 through November 14, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 15, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON SEPTEMBER 15, 2016.

3. EMERGENCY COMMUNICATIONS

NETWORK, LLC	\$ 0.00	Renewal
Contract No. B50004718 - Citywide Mass Notification System - Department of Public Works - Wastewater Facilities - P.O. No.: P537751		

On November 30, 2016, the Board approved the initial award in the amount of \$447,500.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period November 30, 2019 through November 29, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 1, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 1, 2016.

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

4. MID ATLANTIC FOUNTAIN DESIGN AND MFG. CO., INC.	\$500,000.00	Renewal
Contract No. B50004722 - Irrigation and Repairs of City-owned Fountains - Various - P.O. No.: P537537		

On November 9, 2016, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. The period of the renewal is November 9, 2019 through November 8, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 27, 2016, MWBOO set goals of 27% MBE and 10% WBE. On October 18, 2019, MWBOO found Mid Atlantic Fountain Design and Mfg. Co., Inc. in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Plexus Installations, Inc.	10%	\$35,743.44	10.65%
C.L. Mcoy Framing	7%	47,211.60	14.07%
	17%	\$82,955.04	24.72%
 WBE: The Fitch Dustdown Co.	 1%	 \$ 1,110.43	 0.32%

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 18, 2019.

5. AUDACIOUS INQUIRY, LLC	\$ 33,774.00 34,787.00 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> \$ 68,561.00	Non-Competitive Procurement/ Ratification and Renewal
Contract No. 06000 - Health System Integration - Health Department - P.O. No.: P541685		

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On November 1, 2017, the Board approved the initial award in the amount of \$149,235.00. The award contained two 1-year renewal options. The ratification and renewal are requested in order for the vendor to complete the deployment of a secure healthcare data integration between the Health Department and Chesapeake Regional Information Systems (CRISP). The Contractor is uniquely qualified due to its exclusive contract with the Maryland Department of Health and CRISP to complete their integration services. The period of the ratification is November 1, 2018 through October 31, 2019. The period of the renewal is November 1, 2019 through October 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be 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.

MBE/WBE PARTICIPATION:

On October 17, 2017, MWBOO waived the goals after determining there are no feasible subcontracting opportunities. The vendor is a City-certified MBE.

MWBOO GRANTED A WAIVER ON OCTOBER 17, 2017.

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

6.	ROBERT HALF INTERNATIONAL INC.	\$3,000,000.00	Increase
Contract No. TS06-17 - Professional Staffing Services - Departments of Finance, Public Works, General Services, Housing and Community Development and Baltimore City Information and Technology - P.O. No.: P543767			

On May 16, 2018, the Board approved the initial award in the amount of \$500,000.00. Subsequent actions have been approved. The Houston-Galveston Area Council of Governments cooperative has renewed the referenced contract for professional staffing services through a competitive process. This contract is necessary in order to have certain professionals (such as procurement, legal and accounting) immediately available to agencies for urgent projects, for which the position requirements are not on a current staffing contract. This increase in the amount of \$3,000,000.00 will increase the contract value to \$5,444,680.00. The contract expires on May 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 7, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 4, 2018.

7.	ELIZABETH COONEY PERSONAL CARE, LLC.,	\$ 60,000.00	Increase
Contract No. 06000 - Personal Care and Homemaker Services for Senior Care Clients - Department of Health - P.O. No.: P542463			

On July 26, 2019, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. To avoid an interruption of services until Solicitation No. B50005924 is

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

awarded, an increase in the amount of \$60,000.00 is necessary. This increase will make the total contract value \$80,000.00. The contract expires on December 31, 2019 with no renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 14, 2019, MWBOO waived the goals after determining there are no feasible subcontracting opportunities.

MWBOO GRANTED A WAIVER ON OCTOBER 14, 2019.

- | | | |
|--|---------------------|--------------|
| 8. <u>NEOPOST USA, INC.</u> | <u>\$ 39,944.00</u> | <u>Award</u> |
| Solicitation No. B50005819 - Certified Mail and Electronic Return Receipt Signature Processing - Office of the Comptroller - Req. No.: R823125 | | |

Vendors were solicited by posting on CitiBuy. On September 20, 2019, three bids were received and opened. Award is recommended to the lowest responsive, responsible bidder. The period of the award is November 7, 2019 through November 6, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

The amount of the award is below the MBE/WBE subcontracting threshold requirements.

- | | | |
|--|---------------------|---|
| 9. <u>ATLANTIC EMERGENCY SOLUTIONS, INC.</u> | <u>\$ 82,500.00</u> | <u>Non-Competitive Procurement/ Selected Source</u> |
| Contract No. 06000 - Blowhard Fans - Baltimore Fire Department - Req. No.: R834913 | | |

This meets the condition that there is no advantage in seeking competitive responses. There is no contract term because this is a one-time purchase of equipment.

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Fire Department requires Blowhard battery powered and rechargeable fans for safety ventilation in remote areas where traditional cord fans cannot operate. The vendor is the sole distributor of these fans. This purchase is 50% funded through the Amoss Grant. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On October 4, 2019, MWBOO issued a waiver determining there was no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

10. MAINTENANCE TROUBLESHOOTING		Non-Competitive
INTERNATIONAL	\$ 47,670.00	Procurement/ Selected Source
Contract No. 06000 - Training for Facilities HVAC - R and Plumbing - Department of General Services - Req. No.: R829878		

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The vendor has a specialized approach to each client tailoring their classes and curriculum to specific needs of our FMD

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

section. The training is focused on General Building Technician Maintenance, consisting of various technical skills that are crafted to meet demands of the City of Baltimore Facilities Maintenance Division, including hands on sessions on the most common HVAC systems. Other training entities do not offer this tailored approach as they offer only class room instruction at their site and do not offer hands on sessions. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold.

11. MOSIAC GLOBAL SALES, LLC	\$ 0.00	Non-Competitive Procurement/ Extension
Contract No. B50003722 - Hydrofluorosilicic Acid for Water Treatment Plants - Department of Public Works - P.O. No.: P530639		

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On October 15, 2014, the Board approved the initial award in the amount of \$662,000.00. The award contained four renewal options. Subsequent actions have been approved. An extension is necessary to continue providing hydrofluorosilicic acid

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

water treatment plant services to the Department of Public Works during the bidding process. The period of the extension is November 15, 2019 through May 14, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 20, 2014, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 20, 2014.

12. REHRIG PACIFIC COMPANY	\$ 50,000.00	Non-Competitive Procurement/ Extension
Contract No. B50004208 - Recycle Containers and Lids - Department of Public Works, Bureau of Solid Waste - P.O. No.: P533136		

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On October 7, 2015, the Board approved the initial award in the amount of \$108,720.00. The award contained three renewal options. Subsequent actions have been approved. An extension is necessary to continue procuring recycle containers and lids with the vendor. The period of the extension is October 13, 2019 through April 12, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 15, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

contract is for the purchase of the following commodities: recycle containers and lids. No services are being provided under this contract.

MWBOO GRANTED A WAIVER ON JULY 15, 2015.

13. KEY RECYCLING, LLC.	\$ 0.00	Extension
Contract No. B50003473 - Recycling of Milled Asphalt - Department of Transportation - P.O. No.: P527032		

On April 30, 2014, the Board approved the initial award in the amount of \$100,000.00. The award contained three renewal options. Subsequent actions have been approved. An extension is necessary to allow the Department of Transportation to continue to dispose of milled asphalt at the recycling facilities while a new solicitation is awarded. The contract expires on November 30, 2019. The period of the extension is December 1, 2019 through June 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 27, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. Contractors are required to have an asphalt facility to accept the City's asphalt milled from road surfaces. All trucking services are provided by the City.

MWBOO GRANTED A WAIVER ON MARCH 27, 2014.

14. CONVERGEONE, INC.	\$ 0.00	Second Amendment to Agreement and Assignment Agreement
Contract No. B50003985 - Telecommunication Improvement & Procurement Project (TIPP) - Municipal Telephone Exchange - P.O. No. P535071		

AGENDA

BOARD OF ESTIMATES

10/30/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The Board is requested to approve and authorize execution of a Second Amendment to Agreement. The contract expires on March 29, 2021 with one two-year renewal options remaining at the sole discretion of the City.

On March 30, 2016, the Board approved an initial award in amount of \$5,063,326.43. The Second Amendment will increase the funds in the amount of \$195,958.77. The Second Amendment will enable the vendor to provide software assurance, which ensures the ability to obtain the necessary updates and releases to maintain the functional integrity of the Mitel software for the City's VOIP phone system. On February 4, 2019 ConvergeOne, Inc. assumed all rights under the agreement with Converge One Systems Integration, Inc. The Board is further requested to consent to the assignment of all rights under its agreement with ConvergeOne Systems Integration, Inc. to CoverageOne, Inc.

MBE/WBE PARTICIPATION:

On March 3, 2015, MWBOO set goals of 6% MBE and 2% WBE.

MBE: Advanced Telecom Services, Inc. 6% \$78,395.00 (3.79%)

WBE: McEnroe Voice & Data Corp. 2% \$25,604.00 (1.23%)

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 21, 2019.

(The Second Amendment to Agreement and Assignment Agreement have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with the City of Baltimore Development Corporation (BDC). The period of the agreement is effective upon Board approval through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - 1001-000000-1875-806400-603050

BACKGROUND/EXPLANATION:

Under this agreement, the BDC will implement a rideshare pilot program to address transportation gaps to improve food access in West Baltimore. The BDC will partner with the Baltimore City Health Department, Total Health Care and LYFT to implement this pilot. This project is funded through the Healthy Food Priority Area Funds which were granted to the Department of Planning to in part study and improve transportation access to supermarket and grocery stores through a rideshare pilot.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

PERSONNEL MATTERS

* * * * *

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

70 - 104

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

10/30/2019

PERSONNEL

Baltimore City Office of Information Technology

- 1. a. Abolish the following position:

Classification: IT Specialist I BCIT
 Job Code: 52918
 Grade: 923 (\$62,171.00 - \$99,709.00)

- b. Reclassify the following two vacant positions:

Position Nos.: 52923 and 52925

From: IT Specialist II BCIT
 Job Code: 33109
 Grade: 927 (\$66,118.00 - \$105,788.00)

To: IT Manager BCIT
 Job Code: 33112
 Grade: 942 (\$92,884.00 - \$153,136.00)

Cost Savings: (\$3,329.00) 1001-000000-1474-743600-601001
 (\$3,329.00) 1001-000000-1474-167700-601001
(\$6,658.00)

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
2. WESLEY B. HENSON, JR.	\$37.80	\$105,840.00

Account: 1001-000000-1474-165700-601009

Mr. Henson will continue to work as a Contract Services Specialist II. He is responsible for providing Tier-I-level technical support for City users that includes troubleshooting

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Hourly Rate

Amount

Baltimore City Office of Information Technology - cont'd

and diagnosing hardware, software and network issues, providing account maintenance and creating, modifying and deleting accounts. He will also provide step-by-step resolution to customers to resolve technical issues, troubleshoot and diagnose network problems, web browsers and basic network connectivity, escalate unresolved queries to the next level of support, update customer data and producing activity reports. Mr. Henson will follow-up with customers to ensure complete and efficient problem resolution, provide on-demand support for end-user issues including VIP users, e.g. Comptroller, Mayor, etc. The agreement is effective upon Board approval for one year.

- | | | | |
|----|-----------------------|---------|---------------------|
| 3. | DAWIT GURMESSA | \$60.00 | \$132,000.00 |
|----|-----------------------|---------|---------------------|

Account: 1001-000000-1472-777900-601009

Mr. Gurmessa will continue to work as a Contract Services Specialist II. He is responsible for maintaining weekly update scripts for the essential enterprise datasets, fulfilling all high-level mapping requests, reviewing status of the City's Metadata for all GIS data layers and creating a project plan for ongoing maintenance of those Metadata layers and maintaining the data layers located in CityView and perform any required or necessary updates to the application. Mr. Gurmessa will maintain the GIS database, including design and implementation, establish policies and procedures that govern security, maintenance and use, assist in maintaining and developing various spatial databases used for application development, and creating, enhancing and tuning existing and or new geospatial databases. He will also assist in developing and maintaining the Enterprise ArcGIS services, fulfilling ad-hoc data and mapping requests and providing general mapping support and acting as lead support for the Pictometry imagery catalog and application. The agreement is effective upon Board approve for one year.

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of Civil Rights and Wage Enforcement</u>		
4. SANDRA A. BYRD	\$36.64	\$51,000.00

Account: 1001-000000-6560-424800-601009

Ms. Byrd will continue to work as a contract Services Specialist II. She will be responsible for investigating and enforcing program requirements within the office, with specific focus on the new legislation passed by the City Council that affect the Community Relations Commission which includes:

- City Council Bill 18-0276 – Lactation Accommodations in the Workplace Act; requiring employers in Baltimore City to provide lactation accommodations to breastfeeding employees. Employers must also develop a written lactation accommodations policy.
- City Council Bill 18-0308 – Source of Income Law, which prohibits discrimination in rental housing based on a tenant’s source of income.
- City Council Bill 19-0334 – Redefining “Employer” for purposes of the laws governing illegal employment practices.

Ms. Byrd is also responsible for conducting field/on-site investigations to determine the nature and scope of complaints; interviewing and taking statements from complainants and witnesses to ascertain the facts and corroborating evidence in the case; meeting with complainants, respondents, and witnesses; researching appropriate records and documents to ascertain the facts and corroborating evidence in the case. She will also review violations of and ensure compliance with

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Hourly Rate

Amount

Office of Civil Rights and Wage Enforcement - cont'd

laws, regulations, and program guidelines; prepare detailed and thorough written reports based on case findings and evidence detailing the nature and extent of the complaint, the parties involved and the validity of the complaint; update and maintain case management records in order to report on the status of assigned investigations. The agreement is effective upon Board approval through June 30, 2020.

Office of Community Relations Commission

5. Reclassify the following filled position:

Position No.: 10104

From: Operations Specialist I
Job Code: 31107
Grade: 906 (\$53,001.00 - \$84,673.00)

To: Operations Officer II
Job Code: 31110
Grade: 927 (\$66,118.00 - \$105,788.00)

Cost: \$28,448.00 - 1001-000000-1562-171500-601001

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

10/30/2019

PERSONNEL

Department of Audits

	<u>Hourly Rate</u>	<u>Amount</u>
6. MICHAEL P. BRUNS	\$39.00	\$70,980.00

Account: 1001-000000-1310-157800-601009

Mr. Bruns will continue to work as a Contract Services Specialist II. He is responsible for collecting data to detect controls, fraud, or non-compliance with the laws and regulations; preparing detailed reports on audit findings, looking for efficiency, effectiveness and use of accepted accounting procedures. He will also recommend controls to ensure reliability and integrity, prepare, analyze and verify reports and financial statements using accepted accounting and statistical procedures. The agreement is effective upon Board approval for one year.

Environmental Control Board

7. DEBYN W. PURDIE	\$90.00	\$76,950.00
8. LAYLA SAID	\$90.00	\$76,950.00

Account: 1001-000000-1170-138600-601009

Mses. Purdie and Said will continue to work as a Contract Services Specialist II. They are responsible for conducting hearings pursuant to the requirements and rules of the ECB, the Baltimore City Code, Article 1 §40, et. seq. ("Code"); conducting hearings for the Department of Housing and Community Development for the formal administrative appeals for Housing Code Enforcement under Section 128 et. Seq. of the Building, Fire and related codes of Baltimore City, which permits the Commissioner of Housing to designate a hearing officer for administrative review of certain agency decisions. In addition to the foregoing services the Hearing

PERSONNEL

Environmental Control Board - cont'd

Officers may from time to time at the request of the DPW and the ECB, conduct water bill dispute hearings in strict accordance with the "Regulations on Customer Service and Support for Water, Wastewater, and Storm Water Billing" ("Regulations") adopted by the Department of Public Works ("DPW"). The Hearing Officers will report their recommendations in writing to the Director of DPW who will have the final decision-making authority regarding abatement of any water bills. Ms. Purdie and Ms. Said will not work more than 32 hours per week, and will be paid for those hours actually worked. The agreement is effective upon Board approval for one year.

Department of General Services

9. Classify the following vacant position:

Position No.: 52322

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

To: Building Repairer
Job Code: 53111
Grade: 429 (\$34,080.00 - \$37,543.00)

Cost Savings: \$3,568.00 - 2029-000000-192500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Department of General Services - cont'd

10. Classify the following three vacant positions:

Position Nos.: 52315, 52316, and 52321

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

To: Building Repairer
Job Code: 53111
Grade: 429 (\$34,080.00 - \$37,543.00)

Cost Savings: (\$ 3,568.00) - 2029-000000-1982-192500-601001
(\$ 3,568.00) - 2029-000000-1982-192500-601001
(\$ 3,568.00) - 2029-000000-1982-192500-601001
(\$10,704.00)

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

11. Classify the following filled position:

Position No.: 49924

From: Superintendent of Public
Building Repair
Job Code: 52982
Grade: 927 (\$66,118.00 - \$105,788.00)

To: Operations Officer IV
Job Code: 31112
Grade: 931 (\$75,715.00 - \$121,037.00)

Cost: \$10,530.00 - 2029-000000-1982-192500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Health Department

12. Create the following position:

Classification: Program Assistant I
Job Code: 81322
Grade: 080 (\$33,048.00 - \$38,876.00)
Position No.: To be determined by BBMR

Cost: \$53,175.97 - 4000-499019-3023-513200-601001

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: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$31,488.00 - \$36,312.00)
Position No.: To be determined by BBMR

Cost: \$51,207.56 - 5000-569720-3023-273305-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

14. Create the following position:

Classification: Public Health Representative II
Job Code: 42561
Grade: 087 (\$42,131.00 - \$50,927.00)
Position No.: To be determined by BBMR

Cost: \$64,636.90 - 5000-569720-3023-273305-601001

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

10/30/2019

PERSONNEL

Health Department - cont'd

15. Reclassify the following vacant position:

Position No.: 47948

From: Operations Officer I
Job Code: 00085
Grade: 923 (\$62,171.00 - \$99,709.00)

To: General Counsel
Job Code: 10077
Grade: 936 (\$82,753.00 - \$132,342.00)

Cost: \$25,336.94 - 1001-000000-3001-568000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

16. Create the following position:

Classification: Social Service Coordination
Supervisor
Job Code: 81175
Grade: 923 (\$62,171.00 - \$99,709.00)
Position No.: To be determined by BBMR

Cost: \$88,010.48 - 5000-584419-3160-792200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Health Department - cont'd

17. Create the following position:

Classification: Community Outreach Worker
Job Code: 81351
Grade: 422 (\$30,279.00 - \$31,714.00)
Position No.: To be determined by BBMR

Cost: \$49,683.30 - 4000-480620-3080-291900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

18. Create the following position:

Classification: Research Analyst I
Job Code: 34511
Grade: 088 (\$43,855.00 - \$53,134.00)
Position No.: To be determined by BBMR

Cost: \$66,813.50 - 4000-427719-3023-599601-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

19. Create the following Position:

Classification: Operations Officer I
Job Code: 31109
Grade: 923 (\$62,171.00 - \$99,709.00)
Position No.: To be determined by BBMR

Cost: \$88,010.48 - 5000-569720-3023-273305-601001

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Health Department - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
20. DONA BOWLEY	\$10.10	\$9,978.80
21. FRANK FREEMAN	\$10.10	\$9,978.80

Account: 4000-432920-3255-761880-601009

Ms. Bowley and Mr. Freeman will each continue to work as a Contract Services Specialist II. They are responsible setup and breakdown of the kitchen and dining area; serving food on the serving line; assisting seniors that are unable to serve themselves; ensuring that kitchen equipment is kept clean and sanitary; assisting with ensuring food products are stored properly and stocking the kitchen the next day. The agreement is effective upon Board through September 30, 2020.

22. DARLENE KESS	\$10.30	\$10,176.40
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Account: 4000-433520-3024-768800-601009

Ms. Kess will continue to work as a Contract Services Specialist II. She is responsible for providing office support to center management, acting as a liaison between the public and center director, using basic office equipment such as phones, computer, copier and fax machines. Ms. Kess will also register participants for membership, outings and class participation, maintain membership information in filing system, send out brochures and information to the public including center members and collect fees for membership, classes and outings. The agreement is effective upon Board approval through September 30, 2020.

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
23. MATTIE SHIVERS	\$10.30	\$10,176.40

Account: 4000-433520-3024-768800-601009

Ms. Shivers will continue to work as a Contract Services Specialist II. She is responsible for ensuring the receipt and storage of food products, ensuring that meals are served and the serving area and equipment is kept clean and sanitary. She will also prepare and maintain paperwork, meal counts, collect funds, order supplies, prepare daily reports via the Touch Screen System and supervise food service aides. The agreement is effective upon Board approval through September 30, 2020.

24. CURLEEN DAVIS	\$25.00	\$44,400.00
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Account: 4000-433520-3024-768906-601009

Ms. Davis will continue to work as a Contract Services Specialist II. She is responsible building management, establishing program goals, planning, coordinating and approving program activities for independent seniors in a senior center setting. Ms. Davis is also responsible for maintaining and adhering to City procurement process, supervising and evaluating program staff, recommending hiring, promoting and/or terminating, and collecting data related to program and/or agency reports. The agreement is effective upon Board approval through September 30, 2020.

25. PEARL CORPORAL	\$12.80	\$ 8,640.00
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Account: 5000-535720-3024-768600-601009

Ms. Corporal will work as a Contract Services Specialist II. Her duties will include but are not limited to serving as liaison between the public and Center Director; using basic office equipment; registering participants for membership,

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
outings and class participation; maintaining membership information in filing system, and sending out brochures and information to the public, including center members. She will also be responsible for collecting fees for membership and entering membership and class information in Universal Participant Tracking system. The period of the agreement is effective upon Board approval through June 30, 2020.		
26. BORNITT ARCHER	\$13.00	\$18,720.00

Account: 2089-208920-3024-768700-601009

Ms. Archer will work as a Contract Services Specialist II. Her duties will include but are not limited to assisting in planning, developing and implementing a comprehensive program of activities and socialization opportunities for persons attending the Waxter Senior Center. She will also provide support for the delivery of nutrition services including the congregate and home delivered meal programs and entering and maintaining client data, units of service and other information to assure accurate reporting for County, State and Federal reports. The period of the agreement is effective upon Board approval through June 30, 2020.

27. ANGELA BURDEN	\$44.31	\$ 8,374.59
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Account: 4000-499920-3080-294200-603026

Ms. Burden, retiree, will continue to work as a Contract Services Specialist I. Her duties will include but are not limited to collecting data from medical records related to fetal and infant deaths housed at area delivery hospitals and prenatal care providers and preparing data for review and analysis by the Fetal-Infant Mortality Review team to better understand fetal and infant death in Baltimore City. The period of the agreement is effective upon Board approval through June 30, 2020.

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Department of Human Resources

28. a. Abolish the following positions:

Position Nos.: 49336 and 49637

Classification: Criminal Justice Associate

Job Code: 00111

Grade: 903 (\$46,282.00 - \$74,009.00)

b. Create the following position:

Classification: HR Generalist II

Job Code: 33677

Grade: 927 (\$66,118.00 - \$105,788.00)

Position No.: To be assigned by BBMR

Cost: \$121,953.00 - 1001-000000-1603-172500-601001

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 Criminal Justice

	<u>Rate of Pay</u>	<u>Amount</u>
29. STEPHANIE IRWIN	\$37.50	\$78,000.00

Account: 5000-511019-2255-702300-601009

Ms. Irwin will work as a Contract Services Specialist II. She will be responsible for analyzing program data to inform performance measurement of Safe Streets sites and staff; preparing monthly reports for site monitoring, creating custom data reports for biweekly and monthly technical assistance meetings; identifying issues in data collection; ensuring performance goals are met each month across program sites; monitoring crime and violence data to alert site staff when a shooting has taken place in their post, and provide contextual information; identifying trends in community - level gun violence and make suggestions for program

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Mayor's Office of Criminal Justice - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
adaptation as needed (e.g. changing shift schedules, identifying specialized training opportunities, shifting hot spot canvassing, etc.); creating maps in ArcGIG; responding to ad hoc data requests from administrative and site staff; liaising with Cure Violence Global to ensure correct access levels to the data for all staff and resolve issues; training Safe Streets staff to use the Cure Violence database; providing technical assistance and guidance with data entry.		
30. WENDY LEE	\$45.85	\$83,449.60

Account: 4000-401418-2254-785400-600000

Ms. Lee will continue to work as a Contract Services Specialist II. She will be responsible for overseeing the operation of the Visitation Center; preparing documents, spaces and staff for shifts; communicating consistently with on-site security, monitors and volunteers; checking in with clients over the phone in preparation for visitations/exchanges during shifts to ensure safe service provision; supervising part-time staff during shifts and outside hours including making decisions during shifts based on safety and client needs; performing client intakes, creating client service agreements; creating and maintaining files and records of client contacts and any safety concerns that come up during a visitation or exchanges; coordinating with staff security throughout the week and during shifts; hiring and composing staff contracts, creating and conducting training; tracking staff invoices; creating staff and client schedules; tracking and implementing budgeting plans; facilitating quarterly meetings, consulting with partners regarding policies and seek to collaborate when troubleshooting issues, etc.

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Mayor's Office of Criminal Justice - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
31. JASMYNE FORD	\$20.00	\$2,000.00

Account: 4000-401418-2254-785400-600000

Ms. Ford will continue to work as a Contract Services Specialist II. She will be responsible for observing visitation sessions between visiting parents and children for several families simultaneously; intervenes as necessary during visits or exchanges to address any concerns that arise with parents and/or children; keeping accurate and complete records of any safety concerns or potential problems that come up during a visitation session; meeting with parents and/or children before and after visits to check in with them and refers them to needed services or programs; maintaining clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email or in person; coordinating the safety of visits by being available to accompany individual wherever needed in and around the building; maintaining client files; maintaining personal timesheets and invoices; discusses case progress and concerns with supervisors as well as attending occasional meetings about case status and other center operational issues; complies with all Visitation Center policies and procedures, including confidentiality, safety mandates reporting procedures; and administration and operational duties as needed.

32. ERIN CUNNINGHAM	\$30.00	\$1,500.00
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Account: 4000-401418-2254-785400-600000

Ms. Cunningham will continue to work as a Contract Services Specialist II. On December 12, 2018, the Board approved her contract in the amount of \$3,000.00 for a maximum of 100 hours. Because of the Visitation Center staffing changes, an additional 30 hours is needed during her contract, which expires on December 11, 2019. She will be responsible for overseeing the coordination of operations including the

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Mayor's Office of Criminal Justice - cont'd

<u>Rate of Pay</u>	<u>Amount</u>
<p>supervision of the Visitation Center and Exchange Monitors; ensuring the completion of the safety assessment at the Visitation Center before services are rendered each day; knowing the daily schedule of families served and pertinent information regarding visitation and exchange circumstance for that day; preparing the monitors for the daily visitations and exchanges by providing them with all information regarding the specific services that day; facilitating the arrival and departures of all clients, and ensuring proper coverage at entrances, waiting areas, and visitation areas; communicating clearly and consistently with on-site police, monitors and volunteers providing guidance to staff to assist them in properly and effectively providing services; making decisions regarding any concerns about or changes in the provision of services as they arise; keeping accurate and complete records of any safety concerns or potential problems arising during a visitation session; acting as the Custodian of Records while at the Visitation Center; facilitates supervision of monitors outside of service hours; preparing spaces for use by Center, and then restoring spaces for use by others; attending preliminary training once hired, as well as some continued training as they arise; maintaining any records or documents pertaining to work covered under this Agreement in her possession and solely retain and store them at the Visitation Center and complying with the Visitation Center's policies and procedures.</p>	

Mayor's Office of Emergency Management (MOEM)

	<u>Rate of Pay</u>	<u>Amount</u>
33. NEAL P. GARITH	\$30.90	\$64,272.00

Account: 4000-482018-2023-212605-601001

Mr. Garith will continue to work as a Contract Services Specialist II. He will be responsible for updating the

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Mayor's Office of Emergency Management - cont'd

Rate of Pay Amount

Emergency Operations Plan, leading the City-wide continuity of operations planning (COOP) initiative and other planning support; supporting the efforts of the Mayor's Office of Emergency Management during Emergency Operations Center activations and he is currently the WebEOC Administrator for the MOEM. The period of the agreement is effective upon Board approval for one year.

34. **ELISE MAJOR WHITEFORD** \$27.46 **\$57,120.00**

Account: 4000-482018-2023-212605-601001

Ms. Whiteford will continue to work as a Contract Services Specialist II. She will be responsible for providing assistance to the Deputy Director of Operations and Homeland Security by involvement in operations during Emergency Operations Center activations and by creating and updating the Standard Operating Procedures and updating the Emergency Operations Plan. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

35. **CHAYA DEITSCH** \$36.06 **\$75,000.00**

Account: 4000-482018-2023-212605-601001

Ms. Deitsch will continue to work as a Contract Services Specialist II. She will be responsible for providing assistance to the Deputy Director of Operations by coordinating logistics operations during Emergency Operations Center activations, other events and daily management of logistics for MOEM. This is a 25% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Mayor's Office of Emergency Management - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
36. MARK FOX	\$27.46	\$57,120.00

Account: 4000-482018-2023-212605-601001

Mr. Fox will continue to work as a Contract Services Specialist II. He will be responsible for providing assistance to the Planning Section Chief with emergency management planning, management of the BMORE Alert Emergency Notification System, management of WebEOC, and revisions of the Emergency Operations Plan and assisting the Director during Emergency Operations Center activations. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

Mayor's Office of Immigrant Affairs

37. MARK LOSHA	\$28.94	\$55,000.00
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Account: 1001-000000-1220-146500-607004

Mr. Losha will continue to work as a Contract Services Specialist II. He will be responsible for coordinating and standardizing processes to improve and enhance language access services across city agencies for Limited English Proficiency (LEPs) to ensure federal compliance. This includes developing, implementing, and evaluating policies and procedures for the City's Language Access Program, providing guidance and support to Baltimore City agencies to develop language access plans detailing ways to serve LEP constituents; developing a coalition of language access liaisons for the purposes of implementation and compliance; training language access liaisons and respective staff on how to work with LEP populations and continuously improve training curricula and material, etc. The period of the agreement is effective upon Board approval for one year.

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Mayor's Office of Homeless Services

	<u>Rate of Pay</u>	<u>Amount</u>
38. DERRICK J. JOHNSON	\$18.00	\$11,700.00

Account: 1001-000000-3574-327200-601009

Mr. Johnson will continue to work as a Contract Services Specialist II. He will be responsible for determining the status of winter shelter declarations by consulting weather reports; determining current levels and the amount of bed space available for each winter shelter provider; coordinating transportation for individual and families seeking shelter during winter shelter declarations days; coordinating hourly communications with street outreach and hospitals to ensure all clients are able to access shelters; determining the order of the shelter to be utilized; prioritizing meeting capacity space prior to routing transportation to the next shelter; maintaining accurate records of coordination and communication; recording and submitting daily winter shelter census and any turn-away data to the Emergency Services Coordinator; approving over capacity bed space as needed for extremely cold temperature; ensuring communication occurs with winter shelter providers when the Winter Shelter Plan is in effect and attending agency trainings, meetings, and other events. The period of the agreement is effective upon Board approval for six months.

Mayor's Office of Homeless Services

39. WANDA HEDGEPEETH	\$13.3778	\$27,826.00
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Account: 4000-490820-3574-763200-601009

Ms. Hedgepeth will continue to work as a Contract Services Specialist II. She will be responsible for greeting visitors, collecting and photocopying documents provided by HAP (Housing

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Mayor's Office of Homeless Services - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
<p>Assistance Payment) clients; contacting tenants and owners to confirm office and inspection visits; preparing various reports, monitoring and maintaining visitor logs, and preparing daily paperwork; creating, copying, editing, storing, retrieving and printing forms, memos, letters, reports and spreadsheets; maintaining numerous tracking and records filing systems, including electronic files; answering telephone calls; retrieving messages from agency and superior voicemail; providing general information regarding office and agency functions, operations and procedures; receiving complaints or questions relating to agency and providing information on agency services and functions to the public; ordering supplies and acting as liaison with housekeeping, maintenance/recycling, water vendor and equipment vendors; etc. The period of the agreement is effective upon Board approval for one year.</p>		

Department of Planning

40. SOPHIA HOSAIN	\$20.00	\$30,000.00
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Account: 7000-708320-1875-187400-601009

Ms. Hosain will continue to work as a Contract Services Specialist II. She will be responsible for managing and coordinating all activities associated with the City's Community Composting Program which includes the Baltimore Farmer's Market Residential Food Scraps Drop-Off Program; Baltimore's network of community composting sites and food waste reduction and composting educational sessions and community presentations; implementing composting policies and practices in City agency offices in collaboration with the City's Department of General Services; supporting the implementation of the Baltimore-Food Waste Reduction Working Group meetings and serving as co-chair for the Food Scrap Re-

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Department of Planning - cont'd

Rate of Pay

Amount

cycling Affinity Group; creating social media and educational content related to food waste prevention, food waste reduction, food scrap recycling (composting) and food waste separation; attending local food waste and food systems-related meetings, conference, and events both as speaker and as attendee; exploring the implementation of curbside pick-up pilots in select Baltimore neighborhoods in partnership with local haulers; serving as a community representative for the Department at community events; and identifying options for implementing or expanding organic waste recycling infrastructure with local and regional stakeholders, etc. The period of the agreement is effective upon Board approval for one year.

41. Create the following position:

Classification: City Planner II

Job Code: 74137

Grade: 927 (\$66,118.00 - \$105,788.00)

Position No: To be assigned by BBMR

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

42. Classify the following vacant position:

Position Nos.: 15813

From: Librarian Supervisor I

Job Code: 00658

Grade: 927 (\$66,118.00 - \$105,788.00)

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BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Enoch Pratt Free Library - cont'd

To: Agency IT Specialist IV
Job Code: 10267
Grade: 931 (\$75,715.00 - \$121,037.00)

Cost: \$10,150.00 - 1001-000000-4501-339600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

43. Reclassify the following filled Position:

Position Nos.: 35229

From: Library Program Assistant
Job Code: 00660
Grade: 084 (\$37,741.00 - \$45,044.00)

To: Library Program Specialist
Job Code: 00697
Grade: 088 (\$43,855.00 - \$53,134.00)

Cost: \$5,150.00 - 1001-000000-4501-339400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

44. Create the following position:

Classification: HR Assistant II
Job Code: 08005
Grade: 085 (\$38,926.00 - \$46,904.00)
Position No: To be assigned by BBMR

Cost: \$33,600.00 - 1001-000000-4501-338700-601001

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Enoch Pratt Free Library - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

45. Reclassify the following filled Position:

Position Nos.: 15720

From: Librarian I
Job Code: 00656
Grade: 087 (\$42,131.00 - \$50,927.00)

To: Librarian II
Job Code: 00657
Grade: 090 (\$47,604.00 - \$57,857.00)

Cost: \$2,500.00 - 1001-000000-4501-592700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

46. Reclassify the following filled Position:

Position Nos.: 34074

From: Library Custodial Worker Supervisor
Job Code: 00667
Grade: 078 (\$31,488.00 - \$36,312.00)

To: Library Bldg. Maint. Supervisor
Job Code: 00662
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$6,750.00 - 1001-000000-4501-350000-601001

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Enoch Pratt Free Library - cont'd

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

47. Create the following six positions:

Classification: Liaison Officer I
Job Code: 31420
Grade: 090 (\$47,604.00 - \$57,857.00)
Position No.: To be assigned by BBMR

Cost: \$435,684.00 - 2071-000000-5531-398600-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
48. BRENDAN NAGLE	\$20.26	\$42,131.00

This is a 3.3% increase in the hourly rate from the previous contract.

49. DANIELLE LAMOTHE	\$20.26	\$42,131.00
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Account: 1001-000000-1901-190400-601009

These individuals will continue to work as Contract Services Specialist II's. Their duties will include but are not limited to planning, designing and implementing new systems to meet the Department's goals for increased productivity or efficient operations. They will also be responsible for conducting special studies and investigations to devise systems and program policy strategies to meet current and projected needs, using a variety of

PERSONNEL

Department of Public Works - cont'd

techniques to analyze problems and, devise systems including cost accounting, building mathematical or economic models, recommending program changes to ensure compliance with City, State and Federal legislation, regulations and statues and metric analysis of statistical data and workforce analysis. The period of the agreement is effective upon Board approval for one year.

50. Reclassify the following vacant position:

Position No.: 20000

From: Contract Administrator II
Job Code: 72412
Grade: 089 (\$45,660.00 - \$55,436.00)

To: Safety Enforcement Officer II
Job Code: 33642
Grade: 088 (\$43,855.00 - \$53,134.00)

Savings: (\$1,810.00 - 1001-000000-1901-190900-601001

This position is to be considered a position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

51. Classify the following two positions:

Position Nos.: 49942 and 49943

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

To: Liaison Officer II
Job Code: 31422
Grade: 093 (\$54,044.00 - \$65,897.00)

PERSONNEL

Department of Public Works - cont'd

Cost: \$161,799.00 - 2072-000000-5181-390500-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

52. Reclassify the following filled position:

Position No.: 48255

From: Customer Care Analyst II
Job Code: 34264
Grade: 082 (\$35,168.00 - \$41,598.00)

To: Customer Care Analyst III
Job Code: 34265
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$3,506.00 - 2071-000000-5471-400500-601001

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

53. Reclassify the following vacant position:

Position No.: 42280

From: Public Information Officer II
Job Code: 33412
Grade: 089 (\$45,660.00 - \$55,436.00)

To: Operations Assistant III
Job Code: 31106
Grade: 904 (\$49,054.00 - \$78,487.00)

PERSONNEL

Department of Recreation and Parks - cont'd

Cost: \$2,809.00 - 1001-000000-4711-362100-601001

This position is to be considered a position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

54. Reclassify the following vacant position:

Position No.: 49602

From: Aquatic Center Leader
Job Code: 83115
Grade: 080 (\$33,048.00 - \$38,876.00)

To: Operations Specialist I
Job Code: 00083
Grade: 906 (\$53,001.00 - \$84,673.00)

Cost: \$23,849.00 - 1001-000000-4801-371400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
55. HAROLD MCCRAY	\$18.72	\$35,627.90

Account: 1001-000000-4782-583800-601009

Mr. McCray will continue to work as a Contract Services Specialist II. He will be responsible for administering rentals of community garden plots, managing waiting lists, assigning garden plots and orienting new gardeners, conducting plot inspections, coordinating irrigation system and fence repairs, scheduling and supervising garden

PERSONNEL

Department of Recreation and Parks - cont'd

clean-ups, researching, identifying and fundraising for city garden sites, grants and other funding sources and supervision part-time staff. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

56. Create the following position:

Classification: Recreation Programmer
Job Code: 83121
Grade: 090 (\$47,604.00 - \$57,857.00)
Position No.: To be assigned by BBMR

Cost: \$72,208.00 - 6000-680420-4731-369400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Baltimore City Sheriff's Office

Adjust the salary for the following classification, effective July 1, 2019

57. Classification: Sheriff
Job Code: 01410
From: Grade 86E (\$140,766.00)
To: Grade 86E (\$152,561.00)

Cost: \$15,333.00 - 1001-000000-1182-138800-601001

The compensation for the Baltimore City Sheriff requires a fixed relationship to the Police Colonel classification, Grade 86P. The Sheriff's salary is continually monitored and adjusted when necessary to avoid conflict with the statutory requirements. The Fraternal Order of Police approved

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

contract provided their members a COLA effective July 1, 2019. Therefore, the Sheriff salary requires an adjustment to maintain the fixed relationship with the Police Colonel classification.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

State's Attorney's Office

	<u>Hourly Rate</u>	<u>Amount</u>
58. KEVIN DUNTON	\$27.20	\$ 51,861.00

Account: 1001-000000-1150-118000-601009

Mr. Dunton, retiree, will continue to work as a Contract Services Specialist I. He will assist the State's Attorney in the investigation and movement of cases, warrants, and communicate with Public Safety staff and members. The period of the agreement is effective upon Board approval for one year.

59. SHARON ALSTON	\$27.74	\$ 52,890.00
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Account: 1001-000000-1150-118000-601009

Ms. Alston, retiree, will continue to work as work as a Contract Services Specialist I. Her duties will include investigating felony, homicide, and violent crime cases, locating and interview witnesses, and acting as a liaison with police agencies. The period of the agreement is November 2, 2019 through November 1, 2020.

These contracts are consistent with the waiver of AM 212-1, approved by the Board of Estimates in March 1999 to hire retired Police Officers as Investigators for the Office of the State's Attorney, with no restrictions on the number of hours worked and rates of pay.

PERSONNEL

Department of Transportation

Classify the following new position:

Position No.: 51447

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

To: Agency IT Supervisor/Project Manager
Job Code: 33150
Grade: 936 (\$82,753.00 - \$132,342.00)

Cost: \$26,221.30 - 1001-000000-2301-249000-601001

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

- 61. a. Reclassify the following vacant position for
Convention Center

FROM:

Classification: Secretary II
Job Code: 00710
Grade: 078 (\$31,488.00 - \$36,312.00)
Position No.: 16172

AGENDA

BOARD OF ESTIMATES

10/30/2019

PERSONNEL

Mayor's Office - cont'd

To: Data Fellow
Job Code: 00141
Grade: DFI (\$60,000.00 - \$65,000.00)
Position No.: 16172

b. Create the following position for the Fire Department

Classification: Data Fellow
Job Code: 00141
Grade: DFI (\$60,000.00 - \$65,000.00)
Position No.: To be assigned by BBMR

c. Abolish the following vacant two positions for the Department of Transportation

Classification: Driver I
Job Code: 54437
Grade: 424 (\$31,169.00 - \$33,081.00)
Position No.: 21408

Classification: Mason Supervisor
Job Code: 52225
Grade: 087 (\$42,131.00 - \$50,927.00)
Position No.: 33624

PERSONNEL

Mayor's Office - cont'd

- d. Reclassify the following two positions for the Department of Transportation
-

Classification: Cement Finisher

Job Code: 53311

Grade: 487 (\$33,132.00 - \$34,633.00)

Position Nos.: 21252 and 21255

To: Data Fellow

Job Code: 00141

Grade: DFI (\$60,000.00 - \$65,000.00)

Position Nos.: 21252 and 21255

- e. Reclassify the following position for the Department of Planning
-

Position No.: 52939

FROM:

Classification: New Position

Job Code: 90000

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

Position No.: 52939

TO:

Classification: Data Fellow

Job Code: 00141

Grade: DFI (\$60,000.00 - \$65,000.00)

Position No.: 52939

PERSONNEL

Mayor's Office - cont'd

Costs: \$54,645.00 - 1001-000000-5311-391300-601001
 Convention Center
 \$94,456.00 - 6000-611120-2151-776500-601001
 Fire Department
 \$ 4,937.00 - 1001-000000-2301-248700-601001
 Transportation
 (\$25,543.00) - 1001-000000-1873-187400-601001
 Planning

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works

62. Reclassify the following filled position:

Position No.: 22913

From: Operations Engineer
 Job Code: 72193
 Grade: 929 (\$70,276.00 - \$112,293.00)

To: IT Supervisor/Project Manager
 Job Code: 33150
 Grade: 936 (\$82,753.00 - \$132,342.00)

PERSONNEL

Department of Public Works - cont'd

Cost: \$8,315.00 - 2070-000000-5531-398600-601001

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

10/30/2019

Health Department - Ratification of Second Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Second Notification of Grant Award (NGA). The Second NGA will extend the period of the NGA through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$116,705.00	-	4000-433518-3024-268400-404001
153,477.00	-	4000-432918-3255-761200-404001
79,215.00	-	4000-434318-3255-761600-404001
4,853.00	-	4000-436218-3255-761800-404001
51,287.00	-	4000-436118-3255-761700-404001
1,090.00	-	4000-433918-3044-761500-404001
3,800.00	-	4000-433918-3044-761500-404001
38,585.00	-	6000-633518-3255-771700-406001
\$449,011.00		

BACKGROUND/EXPLANATION:

On January 16, 2019 the original NGA was approved in the amount of \$721,454.00 for the period of October 1, 2017 through September 30, 2018.

The Second NGA in the amount of \$449,011.00 made the new total amount \$1,170,465.00 and extended the period through September 30, 2019.

The Second NGA allowed the Department to provide coordinated and accessible services for senior in Baltimore City.

By accepting the grants, the grantee agreed to abide by the terms of the following documents, including amendments thereto: its Aging Program Directives; and all applicable federal and state laws, regulation, policies, and procedures approved Area Plan; grant application; grant agreements; The NGA is late because of administrative delays.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Health Department - Agreement

The Board is requested to approve and authorize execution of the agreement with Bright Future Mentoring School Services, Inc. The period of the agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$18,000.00 - 4000-431120-3080-292300-603051

BACKGROUND/EXPLANATION:

The organization will implement an abstinence-focused program to youth ages 9 - 13 years old. The curriculum for the project is The Adopted Making a Difference, which includes eight one-hour modules to be implemented. The program will be offered to youth through the House of Restoration's Summer programming and their fall after-school programming.

The agreement is late because of the administrative review process.

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

10/30/2019

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve payment of a Settlement Agreement and Release of a claim filed by Raymond Gray against the City and Baltimore Police Department (BPD).

AMOUNT OF MONEY AND SOURCE:

\$8,000,000.00 - 2045-000000-1450-716700-603070

BACKGROUND/EXPLANATION:

On February 12, 2013, Raymond Gray, a University of Maryland police recruit, was accidentally shot in the head by the BPD training officer William Scott Kern, during a training exercise. The Defendant used a live weapon in demonstrating the danger of standing in the potential line of fire. At some point during the training, Defendant removed his service weapon, believing it was his Simunition gun, pointed it at the window which was in plaintiff's direction, and accidentally discharged. As a result of this occurrence, the Plaintiff sustained severe and permanent brain damage. The incident resulted in this civil action, as well as State criminal charges against the Defendant.

In light of the legal issues, injuries and damages suffered by Plaintiff, and to avoid the risk and expenses of litigation and trial, the parties propose to settle Plaintiff's claims for the sum of \$8,000,000.00 in return for the dismissal of all claims by all parties to the litigation and the execution of a general release from any potential further liability.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Immigrant Affairs - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation, Inc. (BCF), from the Mayor's Office of Immigrant Affairs to support a Public Allies to conduct immigrant outreach activities.

AMOUNT OF MONEY AND SOURCE:

\$17,000.00 - 1001-000000-1250-775700-601002

BACKGROUND/EXPLANATION:

The Mayor's Office of Immigrant Affairs (MIMA) requests approval to transfer funds from the MIMA's budget to BCF to support a Public Allies to conduct Immigrant outreach for a period of ten months. The New American Outreach Coordinator will be responsible for strengthening outreach efforts to reach Foreign Born communities in the City of Baltimore. This task will include working with trusted community stakeholders such as non-profits, faith-based institutions, civic groups, and educational institutions to assist with information sharing, establish relationships with ethnic media and coordinate and engage community stakeholders to increase awareness about MIMA's initiative and city services.

The funds will be dispersed by the BCF to cover monthly invoicing related to work performed by the Public Allies from October 15, 2019 to July 24, 2020; payment toward outreach activities and events to promote MIMA and services rendered by city agencies; and training and technical assistance services to city agencies and New American Communities.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Homeless Services - Provider Agreements

ACTION REQUESTED OF B/E:

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

1. **ST. VINCENT DE PAUL, INC.** **\$ 113,719.50**

Account: 4000-407018-3571-757301-603051

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Continuum of Care (CoC) Program. As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will provide supportive services to 68 individuals and/or families experiencing homelessness in the city of Baltimore. The Provider will offer services through their Project Believe Program. The goal of the Project is to increase housing stability and enhance self-sufficiency so clients do not return to homelessness status.

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

MWBOO GRANTED A WAIVER ON SEPTEMBER 24, 2019.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$3,133,965.00**

Account: 1001-000000-3572-779200-603051

The Associated Catholic Charities, Inc., will provide emergency homeless overflow shelter for 275 individuals experiencing homelessness in Baltimore City. The Provider will offer services through their Weinberg Housing Resource Center Program, located at 620 Fallsway.

MWBOO GRANTED A WAIVER ON SEPTEMBER 25, 2019.

A PROTEST WAS RECEIVED FROM TIME ORGANIZATION, INC.

AGENDA

BOARD OF ESTIMATES

10/30/2019

Mayor's Office of Homeless Services - cont'd

3. BRIDGE HAVEN, INC. \$ 953,079.25

Account: 1001-000000-3572-781900-603051

The Bridge Haven, Inc., will operate an emergency homeless overflow shelter for 78 individual women and/or families experiencing homelessness in Baltimore city. The Provider will offer services through their Pinderhughes Shelter Program, located at 1200 N. Fremont Avenue.

MWBOO GRANTED A WAIVER ON SEPTEMBER 25, 2019.

A PROTEST WAS RECEIVED FROM TIME ORGANIZATION, INC.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

10/30/2019

Department of Audits - Audit Reports

The Board is requested to **NOTE** receipt of the following Audit Reports:

1. Bureau of Treasury and Debt Management Audit of Negotiated Bid Bond Process Fiscal Years 2014 through 2018.
2. Performance Audit Report Mayor's Office of Human Services Fiscal Years Ended June 30, 2018 and 2017.

AGENDA

BOARD OF ESTIMATES

10/30/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Mary Anne Brennan	2019 Consumer Voice Conference Alexandria, VA Nov. 3 - 6, 2019 (Reg. Fee \$495.00)	Federal Grant	\$1,394.19

The subsistence rate for this location is \$257.00 per night.

The cost of the hotel for November 3, 2019 is \$205.44, plus occupancy tax of \$37.39.

The cost of the hotel for November 4, 2019 is \$320.64, plus occupancy tax of \$37.39.

The cost of the hotel for November 5, 2019 is \$320.64, plus occupancy tax of \$37.39.

Ms. Brennan is sharing the hotel room with Ms. Lisa Jurist and Ms. Beah Zander. The registration cost of \$495.00 was prepaid using a City-issued credit card assigned to Mr. Malcolm Green-Hayes. Ms. Brennan is not requesting any additional subsistence and will cover any other costs of the travel. Therefore, the disbursement to Ms. Brennan is \$899.19.

2. Lisa Jurist	2019 Consumer Voice Conference Alexandria, VA Nov. 3 - 6, 2019 (Reg. Fee \$495.00)	Federal Grant	\$631.00
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Ms. Jurist will share a hotel room with Ms. Mary Anne Brennan. The registration fee of \$495.00 was prepaid using a City-issued procurement card assigned to Malcolm Green Hayes. Therefore, the disbursement to Ms. Jurist is \$136.00.

AGENDA

BOARD OF ESTIMATES

10/30/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			
3. Beah Zander	2019 Consumer Voice Conference Alexandria, VA Nov. 3 - 6, 2019 (Reg. Fee \$495.00)	Federal Grant	\$631.00

Ms. Zander will share a hotel room with Ms. Mary Anne Brennan. The registration fee of \$495.00 was prepaid using a City-issued procurement card assigned to Malcolm Green Hayes. Therefore, the disbursement to Ms. Zander is \$136.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

4. Shakia Hill	Alpha 2019 Annual Meeting and Expo. Philadelphia, PA Nov. 3 - 6, 2019 (Reg. Fee \$890.00)	State Special Early Inter- vention Services Funds	\$1,953.69
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The subsistence rate for this location is \$253.00 per night. The hotel cost is \$237.00 per night plus hotel taxes of \$38.51 per night. The Department is requesting additional subsistence of \$24.00 per day for meals and incidentals. The hotel cost of \$711.00 plus total hotel taxes of \$115.53 were prepaid on a City-issued procurement card assigned to Malcom Green-Haynes. Therefore, Ms. Hill will be disbursed \$237.16.

AGENDA

BOARD OF ESTIMATES

10/30/2019

TRAVEL REQUESTS

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

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

- | | | | | |
|----|-------------------|---|---|------------|
| 5. | Jennifer Thompson | Alpha 2019 Annual Meeting and Expo. Philadelphia, PA Nov. 3 - 6, 2019 (Reg. Fee \$890.00) | State Special Early Intervention Services Funds | \$1,925.79 |
|----|-------------------|---|---|------------|

The subsistence rate for this location is \$253.00 per night. The hotel cost is \$229.00 per night plus hotel taxes of \$37.21 per night. The Department is requesting additional subsistence of \$24.00 per day for meals and incidentals. The hotel cost of \$687.00 plus total hotel taxes of \$111.63 were prepaid on a City-issued procurement card assigned to Malcolm Haynes-Green. Therefore, Ms. Thompson will be disbursed \$237.16.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

AGENDA

BOARD OF ESTIMATES

10/30/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
6. Maria Reed	American Water Works Association Water Quality Technology Conference Dallas, TX Nov. 3 - 7, 2019 (Reg. Fee \$845.00)	Water Utility	\$2,217.36

The subsistence rate for this location is \$223.00 per night. The hotel cost is \$179.00 per night, plus hotel taxes of \$26.85 per night. The registration fee of \$845.00 was prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Ms. Reed will be disbursed \$1,372.36.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

7. Deborah Pitts	American Water Works Association Water Quality Technology Conference Dallas, TX Nov. 3 - 7, 2019 (Reg. Fee \$845.00)	Water Utility	\$2,335.36
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The subsistence rate for this location is \$223.00 per night. The hotel cost is \$179.00 per night, plus hotel taxes of \$26.85 per night. The airfare cost of \$430.96 and registration fee of \$845.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Ms. Pitts will be disbursed \$1,059.40.

AGENDA

BOARD OF ESTIMATES

10/30/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of Public Works - cont'd

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Fire Department

RETROACTIVE TRAVEL APPROVAL

8. Niles Ford	Metropolitan Chiefs Conference Edmonton, Canada June 9 - 13, 2019 (Reg. Fee \$350.00)	General Funds	\$2,724.56
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On June 9 - 13, 2019, Mr. Ford traveled to Edmonton, Canada to attend the Metropolitan Chiefs Conference. The allowed subsistence rate for this location is \$295.00 per day. The hotel rate was \$239.00 per night, the hotel tax was \$29.33 per night. Therefore, the reimbursement to Mr. Ford is \$1,382.91.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

This request is late because of administrative delays. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

AGENDA

BOARD OF ESTIMATES

10/30/2019

TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire Department - cont'd</u>			
	\$1,032.91 - Transportation		
	<u>350.00</u> - Registration		
	\$1,382.91		

Baltimore City Office of Information of Technology

RETROACTIVE TRAVEL APPROVAL

- | | | |
|-------------------|--|------------|
| 9. Ricky Williams | Workday HR Systems
Training
Atlanta, GA
Sept. 30 - Oct. 4,
2019
(Reg. Fee \$0.00) | \$1,263.33 |
|-------------------|--|------------|

On September 30 - October 4, 2019, Mr. Williams traveled to Atlanta, Georgia to attend the Workday HR Systems Training. The allowed subsistence rate for this location is \$225.00 per day. The hotel rate was \$174.00 per night, the hotel tax was \$29.41 per night, plus the tourism fee of \$5.00 per day. The hotel cost, hotel tax, tourism fee, and airfare were prepaid using a City-issued credit card assigned to Charmaine Baker. The Office is requesting additional subsistence in the amount of \$151.73 to cover the cost of meals and incidentals. Therefore, the reimbursement to Mr. Williams is \$211.73.

This request is late because of administrative delays. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$151.73 - Meals
<u>60.00</u> - Ground Transportation
\$211.73

AGENDA

BOARD OF ESTIMATES

10/30/2019

PROPOSAL AND SPECIFICATIONS

1. Department of Transportation - TR 20010, Resurfacing Highways
at Various Locations -
Northeast Sector I
BIDS TO BE RECV'D: 11/20/2019
BIDS TO BE OPENED: 11/20/2019

2. Department of Transportation - TR 20011, Resurfacing Highways
at Various Locations -
Northwest Sector II
BIDS TO BE RECV'D: 11/20/2019
BIDS TO BE OPENED: 11/20/2019

3. Department of Transportation - TR 20012, Resurfacing Highways
at Various Locations -
Southwest Sector III
BIDS TO BE RECV'D: 11/20/2019
BIDS TO BE OPENED: 11/20/2019

4. Department of Transportation - TR 20013, Resurfacing Highways
at Various Locations -
Southeast Sector IV
BIDS TO BE RECV'D: 11/20/2019
BIDS TO BE OPENED: 11/20/2019

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED