

NOTICES:

1. On January 22, 2014, the Board of Estimates approved the Resolution on the Regulation of Board of Estimates Meetings and Protests, effective February 05, 2014. Pursuant to the Resolution:

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than by noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation (2) what the issues are and the facts supporting your position and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., Room 215 City Hall.

c. A Procurement Lobbyist, as defined by Part II, Sec. 8-8 (c) of The City Ethics Code must register with the Board of Ethics as a Procurement Lobbyist in accordance with Section 8-12 of The City Ethics Code.

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, (http://www.baltimorecitycouncil.com/boe_agenda.htm) and the Secretary to the Board's web site (<http://www.comptroller.baltimorecity.gov/BOE.html>).

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

NOTICES - cont'd:

2. BALTIMORE CITY OFFICES WERE CLOSED BY EXECUTIVE ORDER OF THE MAYOR ON MONDAY, JANUARY 25, 2016.

ALL PROTESTS MUST BE RECEIVED NO LATER THAN 8:45 AM ON WEDNESDAY JANUARY 27, 2016 PRECEDING THE BOARD OF ESTIMATES' MEETING.

BOARD OF ESTIMATES' AGENDA - JANUARY 27, 2016

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of claims arising out of the collapse of the south side of East 26th Street and related infrastructure between North Charles and Saint Paul Street on April 30, 2014.

AMOUNT OF MONEY AND SOURCE:

\$467,500.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

On Wednesday, April 30, 2014, after an epic downfall of over five inches of rain, the southerly portion of the block of 26th Street between St. Paul and Charles Streets collapsed onto the CSX tracks running below grade parallel to that block. Thirty residents and/or owners of properties located on 26th Street brought claims against the City alleging that they had sustained personal injuries, property damage, loss of use and enjoyment damages, and/or economic losses arising out of the collapse. The parties engaged in voluntary mediation facilitated by retired Judge Carol E. Smith. The parties have agreed to settle all claims or disputes asserted or which could have been asserted against the City arising out of this matter for a sum total of \$467,500.00.

The Settlement Committee of the Law Department recommends settlement of this matter to the Board of Estimates.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

Law Department - Opinion - Request for Refund of Real
Property Taxes

The Board is requested to approve a refund of real property taxes for Ms. Cassandra Jackson:

It is the opinion of the Law Department that the claimant has met the qualifications for a real property tax exemption for disabled veterans, and that the claimant is eligible to receive a refund of taxes paid because she was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. It has been determined that the claimant is entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
Cassandra Jackson	4812 Gilray Drive	2014/2015	\$1,809.14

Ms. Jackson filed her application on November 11, 2015.

AGENDA

BOARD OF ESTIMATES

01/27/2016

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

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

Bob Andrews Construction, Inc.	\$ 1,476,000.00
Chesapeake Containment Systems, Inc.	\$ 8,000,000.00
Cynergy Electric Company, Inc.	\$ 8,000,000.00
E2CR, Inc.	\$ 1,500,000.00
Finishes, Inc.	\$ 8,000,000.00
George William Stephens Jr. & Associates, Inc.	\$ 1,500,000.00
L.F. Mahoney, Inc.	\$ 8,000,000.00
M & R Contracting Services, Inc.	\$ 828,000.00
M & E Sales, Inc.	\$ 1,125,000.00
Reglas Painting Company, Inc.	\$ 1,500,000.00
W.M. Schlosser Company, Inc.	\$153,414,000.00

2. Prequalification of Architects and Engineers

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

K. Dixon Architecture PLLC	Architect
SZ PM Consultants, Inc.	Engineer

01/27/2016

The Board is requested to approve and authorize execution of the Individual Training Account Agreements.

- The agreement is late because additional time was necessary to reach a comprehensive understanding that was agreeable to both parties.

AGENDA

BOARD OF ESTIMATES

01/27/2016

MOED - cont'd

2. ALL-STATE CAREER, INC.

\$60,600.00

Accounts: 4000-807516-6312-467253-603051
 4000-806716-6312-467253-603051
 4000-807115-6312-467253-603051

The All-State Career, Inc. will provide training in those areas specified on the Maryland Higher Education Commission list.

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

The money will be drawn from three different accounts 4000-807516-6312-467253-603051, 4000-806716-6312-467253-603051 and 4000-807115-6312-467253-603051. The accounts and the amounts drawn from those accounts cannot be determined until the participants are registered. The period of the agreement is August 1, 2015 through June 30, 2016.

The agreement is late because of additional time necessary to reach a comprehensive understanding that was agreeable by both parties.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Individual Training Account Agreements have 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:

7 - 8

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

AGENDA**BOARD OF ESTIMATES****01/27/2016****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

1. EWO #001, \$340,557.59 - Project 1107, - TR 08308, Supplemental Agreement Reconstruction E. North Avenue from Aisquith Street to Washington Street

\$146,625.85 - Gannett Fleming, - -
Inc.

This authorization provides for additional engineering services to revise plans and design documents of the project in order to address pre-award comments from the Department of Public Works (DPW) that were contract incorporated by addendum before bid opening. The changes provided in the addendum include DPW's request that the portion of the proposed 8" water main be increased to a 12" main and additional connections be made to the 20" and 36" mains along North Avenue. This EWO, also provides for extensive Post Award Services for the water main portion of the project. The Post Award Services will include providing assistance with monitoring the progress of the contractor, evaluating change orders originating from the contractor, attending progress meetings, reviewing monthly Critical Path Method schedule submittals, and other related work.

2. EWO #002, \$0.00 - TR 11320R, Greyhound Intermodal Terminal, 2110 Haines Street, Baltimore, MD

\$6,694,743.95 \$0.00 Commercial 180 -
Interiors, Inc. days

This authorization is requested on behalf of the Department and provides for a 180 day non-compensable time extension. The Board approved a previous time extension for 60 days, which included a completion date of January 4, 2016. This second request for time is for 180 days which will result in a completion date of July 2, 2016. The additional time is needed due to several issues that resulted in delays to the critical path of the project which were outside the contractor's control.

AGENDA

BOARD OF ESTIMATES

01/27/2016

EXTRA WORK ORDERS

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

Department of Transportation

3. EWO #4, 004, \$0.00 - TR 14009, Conduit System Reconstruction at Various Locations, Citywide

\$ 2,651,455.00	\$607,000.00	Highlander	180	95
		Contracting	days	
		Co.		

This authorization is requested on behalf of the Department and provides for a 180 day non-compensable time extension. The Board has approved three previous time extensions for a total of 330 days, which included a completion date of December 30, 2015. The fourth request for time which is for 180 days will result in a completion date of June 27, 2016. The additional time is needed due to the increase conduit repair manpower in parallel to the award of Contract TR 15019 for completing the increased demand of Conduit Capital Maintenance Work. Additionally, the approaching winter season warrants an increased demand for repairs to accommodate potential public safety concerns. The demand for conduit infrastructure rehabilitation has increased and the extension of Contract TR 14009 will increase the supply and capacity to meet said demand.

4. EWO #006, (\$1,356,415.11) - TR 05308, Dundalk Avenue Streetscape: Eastern Avenue to the City Line

\$14,163,131.25	\$7,747,783.63	Civil Construc-	-	-
		tion, LLC		

This authorization is requested on behalf of the contractor and the Transportation Engineering and Construction Division. This extra work order is needed to offset unused items in the contract in order to settle the overhead compensation for the delay of the project. The Department has reviewed and approved the negotiated prices. The work requested under this extra work order has been completed and compensation is pending the Board's approval.

AGENDA

BOARD OF ESTIMATES

01/27/2016

Mayor's Office of Information - Dark Fiber Sharing and
Technology Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Dark Fiber Sharing and Lease Agreement with The University System of Maryland, Maryland Research and Education Network. The period of the agreement is effective upon Board approval for 20 years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Maryland Development, Research, Education Network (MDREN) approached the City to initiate a partnership to provide additional fiber optic cable on North Avenue. The MDREN will provide all funding for this project. The City will benefit with the addition of 144 fiber strands and the MDREN will benefit with the allowance of 24 of those strands to be allocated towards their educational projects. The current City fiber strands in that area are in full capacity and this will provide a solution and in addition extra redundancy.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

1.

ACRES AUTOMOTIVE INC.	\$ 0.00	Renewal
-----------------------	---------	---------

Solicitation No. B50002789 - Spray Inc. Bedliners as Required - Department of General Services - Fleet Management Division - Req. No. P522966

On February 27, 2013, the Board approved the initial award in the amount of \$30,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period March 1, 2016 through February 9, 2017, with one 1-year renewal option remaining.

2.

GOVERNMENT SCIENTIFIC SOURCE, INC.	\$20,000.00	Renewal
------------------------------------	-------------	---------

Solicitation No. B50003343 - 200 Proof Ethanol - Police Department - Req. No. P526192

On February 4, 2014, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained three 1-year renewal options. On January 28, 2015, the Board approved the first renewal in the amount of \$10,000.00. This renewal in the amount of \$20,000.00 is for the period February 5, 2016 through February 4, 2017, with one 1-year renewal option remaining.

3.

THE FURST BROS., COMPANY	\$20,000.00	Renewal
--------------------------	-------------	---------

Contract No. 06000 - Framing Materials - Baltimore City Police Department - P.O. No. P526211

On February 6, 2014, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained three 1-year renewal options. On February 25, 2015, the Board approved the first renewal in the amount of \$10,000.00. This second renewal in the amount of \$20,000.00 is for the period February 12, 2016 through February 11, 2017 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
----------------------	-------------------------------	---------------------------

Bureau of Purchases

- | | | |
|--|--------------|----------|
| 4. MARYLAND INDUSTRIAL TRUCKS, INCORPORATED | \$232,459.00 | Increase |
| Contract No. B50004369 - Mechanical Sweeper Trucks - Department of General Services - P.O. No. P533985 | | |

On December 23, 2015, the Board approved the initial award in the amount of \$464,918.00. This increase in the amount of \$232,459.00 is necessary to purchase an additional Mechanical Sweeper Truck to replace an older unit in the City's fleet as part of Fleet Management's planned replacement program. This increase will make the contract amount \$697,377.00. The contract expires on December 22, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

- | | | |
|--|----------------|----------|
| 5. THE MIDDLETON & MEADS COMPANY | \$1,000,000.00 | Increase |
| Contract No. B50002000 - Spring and Suspension and Repairs - Department of General Services, Fleet Management - P.O. No. P518464 | | |

On September 28, 2011, the Board approved the initial award in the amount of \$2,500,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. Several fire apparatus units required extensive suspension work performed to meet certification requirements which resulted in the depletion of funds sooner than anticipated. This increase in the amount of \$1,000,000.00 is necessary to allow use of the contract until the end of its term. This increase will make the total contract amount \$4,910,000.00. The contract expires on October 31, 2016, with no renewal options remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

01/27/2016

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

MWBOO SET GOALS OF 2% MBE AND 1% WBE.

Commitment Performed

MBE: Millenium Auto Parts	2%	\$4,656.00	1.3%
----------------------------------	----	------------	------

WBE: Chesapeake Wiper & Supply, See note below

Inc.

Maryland Chemical Co., Inc. "

Robnet, Inc. "

Total WBE: 1% \$ 915.00 0.25%

Vendor has spent \$8,335.00 for supplies, however, credit is given for only \$915.00 which is the maximum value allowed for expenditures from non-manufacturing suppliers.

MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 28, 2015.

6.

T AND J JEONG, INC.	\$179,550.00	Selected Source
---------------------	--------------	-----------------

Contract No. 06000 - Furnish and Deliver Authentic Korean Meals for the Greenmount Senior Center - Health Department - Req. No. R719362

On October 6, 2015, Solicitation No. B50004335 was advertised with bids due on November 18, 2015. No bids were received. T and J Jeong, Inc. has provided the required meals for several years with very satisfactory results and has agreed to provide the service on the same terms as B50004335. Their prices are considered fair and reasonable. The period of the award is April 1, 2016 through March 31, 2019, with two 1-year renewal options.

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

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
----------------------	-------------------------------	---------------------------

Bureau of Purchases

7. APPLIED TECHNOLOGY SERVICES, INC.		
ePLUS TECHNOLOGY, INC.		
DIGICON CORPORATION		
SHI INTERNATIONAL CORPORATION		
EN-NET SERVICES, LLC.		
USC/CANTERBURY CORPORATION	Blanket Amount \$2,000,000.00	Extension
Solicitation No. B50001422 - Computer Hardware, Software, and Related Items - Mayor's Office of Information Technology - MOIT, etc. - P.O. Nos. Various		

On August 11, 2010, the Board approved the initial award in the amount of \$5,000,000.00. Subsequent renewals, increases and an extension were approved. This extension will provide the required continuity of the network hardware and off-the-shelf software portions of this contract while new contracts with expanded requirements are competitively bid and awarded. This is a competitively bid requirements contract using discounts off of the MSRP for initial award and subsequent quotes among line item vendors when procurement is requested. The period of the extension is August 12, 2015 through July 31, 2016. The above amount is the City's estimated requirement.

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreements are November 1, 2015 through October 30, 2016, unless otherwise indicated.

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 49,540.00**

Account: 6000-606416-3160-308600-404001

The agreement is for Safe Streets Implementation. The organization will have the autonomy to hire and manage all project staff, alone or in partnership with another agency, subject to Baltimore City Health Department (BCHD) oversight. In addition, the organization will be coordinating community mobilization, planning and participating in community activities and public education efforts, assisting with coalition building, leading and participating in other activities to engage the community in this intervention, and working with the program evaluators. The BCHD will serve as the technical support advisor and assist in the Safe Streets model implementation.

The agreement is late because review and revisions delayed its processing.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$201,130.00**

Account: 4000-499015-3023-513200-603051

The Johns Hopkins University will provide the services in the area of research analyst, a programmer, and a community Outreach Worker to support HIV Counseling and Testing services to high-risk clients. The period of the agreement was January 1, 2015 through December 31, 2015. The agreement is late because of a delay in receiving an acceptable scope and budget.

MWBOO GRANTED A WAIVER

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION

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

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expense Statement for Ms. Judith Yankelove for the month of September 2015.

AMOUNT OF MONEY AND SOURCE:

\$53.60 - Mileage

Account: 4000-423216-3080-294100-603002

BACKGROUND/EXPLANATION:

Ms. Yankelove's Employee Expense Statement for September 2015, was submitted incorrectly and was delayed because of revisions. The Employee Expense Statement is now outside of the guidelines set forth by AM 240-11.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Baltimore Police Department - 2015 Sub-Recipient Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the 2015 Sub-Recipient Agreement with the Maryland Emergency Management Agency. The period of the agreement is September 1, 2015 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$1,654,810.00 - 4000-481216-2023-212600-600000

BACKGROUND/EXPLANATION:

The FY15 Urban Area Security Initiative is intended to facilitate and strengthen the nation and Maryland against risks associated with potential terrorist attacks while concentrating on developing integrated systems for prevention, protection, response, and recovery.

The agreement is late because of the late receipt of award documents.

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

(The 2015 Sub-Recipient Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA**BOARD OF ESTIMATES****01/27/2016**Department of Transportation - Minor Privilege Permit Application

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	3200 Saint Paul Street	Johns Hopkins University	Ten canopies, six @ 80.4 sq. ft., two @ 159.4 sq. ft., one @ 155.4 sq. ft., one @ 197.5 sq. ft., one planter @ 925 sq. ft.

Annual Charge: \$5,661.11

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

Department of Transportation - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 2 to Gannett Fleming, Inc. under Project No. 1135, On-Call Design Services for Federal Aid Project for Bridges within the City of Baltimore.

AMOUNT OF MONEY AND SOURCE:

\$672,777.73 - 9950-909769-9506-900010-703032

BACKGROUND/EXPLANATION:

This authorization provides for design services for the replacement of the Remington Ave. Bridge over Stoney Run. The bridge was originally constructed in 1900 and reconstructed in 1930. The most recent National Bridge Inspection Standards inspection report indicated that the bridge carrying Remington Ave. over Stoney Run has deteriorated to a point where rehabilitation would not be cost effective and therefore warrants replacement. The design services are for borings, geotechnical reports, historical investigation, and carries the design replacement structure for the preliminary design stage through the awarding of the construction to a qualified contractor. Construction documents including sealed plans, specifications, and an engineers estimate will also be provided.

DBE PARTICIPATION:

The Consultant will comply with Title 49 Code of Federal Regulations parts 26 and the DBE goals established in the original agreement.

DBE: 25%

AGENDA

BOARD OF ESTIMATES

01/27/2016

Department of Transportation - cont'd

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
1.	\$592,044.40	9950-908769-9507	
	FED	Constr. Res.	
		Remington Ave.	
		Bridge Over	
		Stoney Run	
	148,011.10	9950-903315-9507	
	<u>MVR</u>	Edmonson Ave. Bridge	
		Painting	
	\$740,055.50	-----	9950-909769-9506-3
			Design Remington
			Ave. Bridge Over
			Stoney Run

This transfer will fund the costs associated with Task #2 on Project #1135 "On-Call Design Services for Federal Aid Project for Bridges" with Gannett Fleming, Inc.

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

Department of Transportation - Developer's Agreement No. 1116

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1116 with Grande Rotunda, LLC.

AMOUNT OF MONEY AND SOURCE:

\$784,298.29

BACKGROUND/EXPLANATION:

The Developer would like to install various new utilities to their proposed renovations of the Rotunda Shopping Center, in the vicinity of 40th Street and Elm Avenue. This Developer's Agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$784,298.29 has been issued to Grande Rotunda, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

(The Developer's Agreement No. 1116 has been approved by the Law Department as to form and legal sufficiency.)

Department of Transportation - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City on behalf of the Baltimore City Department of Transportation (BC-DOT) to solicit donations and sponsorship contracts for the Department's Bike Share Program. The period of the campaign will be effective upon Board approval through February 17, 2017.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Bike Share Program will hold its funds in an account with the Baltimore City Foundation (BCF), a 501 (c)(3) non-profit organization, once the pending endorsement is approved.

The donations will be solicited from corporations and institutions that support the mission of the bike share. In addition, sponsorship contracts will be solicited from corporations and institutions that also support the mission of a bike share but also wish to become the title sponsor of the system, sponsor a station at a particular location, fund memberships, or would like to advertise on the bikes or kiosks.

The Department is launching a bike share system in 2016. The Baltimore City bike share system will be an affordable, healthy, safe, and environmentally sustainable addition to the City's existing transportation network. The purpose of the system is to help further connect residents, commuters, and visitors by offering an active, last-mile transportation option throughout the City. In addition to providing a safe and convenient baseline service, one of the primary goals of the system is to provide equitable transportation solutions through afford-

Department of Transportation - cont'd

ability, ease-of-use, and special programs such as cash membership options and discounted rates. The Maryland Department of Transportation, Maryland Transit Administration, and the City have committed to initial Phase I funding to launch a world-class system in Baltimore; however, as a City agency, the BC-DOT is unable to solicit donations for the system or offer tax incentives for corporations or institutions willing to sponsor the system. Therefore, the City intends to enlist the help of the Baltimore City Foundation, the City's 501 (c) (3), to secure donations and sponsorship contracts from local and national businesses that support bike share. To qualify for the Baltimore City Foundation's account the Department must first obtain an endorsement from the Board.

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

MBE/WBE PARTICIPATION:

N/A

PERSONNEL MATTERS

* * * * *

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

24 - 38

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

01/27/2016

PERSONNEL

Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
1. RHONDA BAILEY	\$24.04	\$50,000.00

Account: 1001-000000-1901-191200-601009

Ms. Bailey will work as a Contract Services Specialist II, Liaison Officer I. She will be responsible for acting as a liaison between a City agency or department and relevant community groups and associations, business and professional groups and City, State and Federal government agencies and officials. She will also serve as a liaison between City agency executives, officials and staff, and members of the general public to resolve problems, to solicit proposals and opinions on agency programs and projects and to explain agency programs, projects and policies to interested or concerned citizens and groups. Ms. Bailey will further attend community and neighborhood meetings to gather information for the agency and to answer community questions on agency policies, projects and programs, advising community and neighborhood groups on resolving specific problems and complaints associated with a City agency program, policy or project, prepare reports on agency policies, programs and projects. The period of the agreement is effective upon Board approval for one year.

2. Reclassify the following Position:

From: Officer Supervisor
Job Code: 33215
Grade: 084 (\$35,564.00 - \$42,446.00)
Position No.: 5521-23854

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Department of Public Works - cont'd

To: HR Assistant II
Job Code: 33683
Grade: 085 (\$36,681.00 - \$44,199.00)

Cost: \$1,418.00 - 2071-000000-5521-398201-601001

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

3. Reclassify the following Position:

From: Liaison Officer I
Job Code: 31420
Grade: 090 (\$44,858.00 - \$54,530.00)
Position No.: 1901-35743

To: Program Compliance Officer II
Job Code: 31502
Grade: 927 (\$60,800.00 - \$97,300.00)

Cost: \$7,750.00 - 1001-000000-1902-190300-601001

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

4. Reclassify the following Position:

From: Program Compliance Officer I
Job Code: 31501
Grade: 087 (\$39,701.00 - \$47,990.00)
Position No.: 1901-34136

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Department of Public Works - cont'd

To: Program Compliance Officer II
Job Code: 31502
Grade: 927 (\$60,800.00 - \$97,300.00)

Cost: \$16,258.00 - 1001-000000-1901-190400-601001

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

Hourly Rate

Amount

Department of Recreation and Parks

5. WANDA JOHNSON	\$13.00	\$13,520.00
-------------------------	---------	--------------------

Account: 5000-578716-4711-361850-601009

Ms. Johnson, retiree, will work as a Contract Services Specialist I, Recreation Center Aide. Her duties will include, but are not limited to, instructing groups in the skills and techniques of assigned tasks related to recreation activities, adhering to policies and procedures of the Department's Bureau of Recreation, notifying Center Director of maintenance issues, and participant disciplinary issues/concerns. She will also maintain order among participants during program hours, maintain records and prepare reports, create activities, and participate in events showcasing participants' achievements. This salary is in compliance with AM 212-1, Part I. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
6. STEPHANIE HAMSON	\$24.15	\$43,953.00

Account: 1001-000000-4783-583800-601009

Ms. Hamson will work as a Contract Services Specialist II, Environmental Conservation Analyst. Her duties will include, but are not limited to, performing daily tasks with the TreeBaltimore Program such as collecting and tracking tree planting data, providing maintenance for the Program's nursery, assisting with educational and volunteer outreach, providing expertise and labor alongside the Department's non-profit partners during tree planting and maintenance events. She will also coordinate the implementation of forest conservation plans for the Department, serve as the Department's representative in the City's efforts to procure and implement a City-wide GIS-based tree inventory system. The contract is a 5% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

7. Reclassify the following Position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 4803-50696

To: Public Relations Officer
Job Code: 33413
Grade: 923 (\$57,200.00 - \$91,700.00)

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Health Department

8. **MARION GRANT** \$8.25 **\$3,630.00**

Account: 4000-423516-3110-306700-601009

Ms. Grant will work as a Contract Services Specialist II, Senior Citizen Aide. She will be responsible for monitoring Senior Citizen Companion leave records and processing, calls and inquiries for Senior Companion phone lines, sending email reminders to Station Supervisors to submit timesheets, and making Senior Companion and client monitoring visits. She will also monitor the Quarterly Program Log submitted by Senior Companion quarterly, collect and submit Senior Companion timesheets into Volunteer Reporter, attend and support the Project Director at various events and assist the Program Director. The period of the agreement is effective upon Board approval through June 30, 2016.

9. Create the following position:

Classification: Motor Vehicle Driver I

Job Code: 54421

Grade: 427 (\$30,781.00 - \$33,231.00)

Position No.: To be assigned by BBMR

Costs: \$50,845.40 - 4000-475916-3080-294600-601001

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

10. Create the following 4 positions:

Classification: Grant Services Specialist I

Job Code: 10215

Grade: 913 (\$27,449.00 - \$34,315.00)

Position No.: To be assigned by BBMR
(One Position)

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Health Department - cont'd

Classification: Grant Services Specialist II
Job Code: 10216
Grade: 919 (\$34,312.00 - \$54,427.00)
Position No.: To be assigned by BBMR
(Three Positions)

Costs: \$ 45,267.00 - 4000-499015-3023-513200-601001
\$ 54,044.57 - 4000-480516-3023-271700-601001
\$108,089.14 - 6000-617915-3150-736900-601001

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

11. Create the following position:

Classification: Program Assistant II
Job Code: 81323
Grade: 084 (\$35,564.00 - \$42,446.00)
Position No.: To be assigned by BBMR

Costs: \$ 55,764.03 - 5000-524016-3150-271300-601001

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

12. Create the following position:

Classification: Health Program Administrator II
Job Code: 61113
Grade: 927 (\$60,800.00 - \$97,300.00)
Position No.: To be assigned by BBMR

Costs: \$ 90,911.76 - 4000-499916-3080-244200-601001

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Health Department - cont'd

13. Create the following position:

Classification: Senior Social Services Coordinator
Job Code: 81172
Grade: 086 (\$38,152.00 - \$46,019.00)
Position No.: To be assigned by BBMR

Costs: \$59,111.61 - 4000-427715-3023-599620-601001

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

14. Create the following position:

Classification: Day Care Program Director
Job Code: 82146
Grade: 931 (\$69,600.00 - \$111,300.00)
Position No.: To be assigned by BBMR

Costs: \$102,657.12 - 4000-475916-3080-294600-601001

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

15. Create the following position:

Classification: Health Program Administrator II
Job Code: 61113
Grade: 927 (\$60,800.00 - \$97,300.00)
Position No.: To be assigned by BBMR

Costs: \$90,911.76 - 4000-406816-3080-435600-601001

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Health Department - cont'd

16. Reclassify the following Position:

From: Office Support Specialist II
Job Code: 33212
Grade: 075 (\$27,929.00 - \$31,746.00)
Position No.: 3030-40014

To: Medical Office Assistant
Job Code: 61391
Grade: 078 (\$29,672.00 - \$34,218.00)

Costs: \$2,254.57 - 1001-000000-3030-271500-601001

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

17. Create the following position:

Classification: Program Coordinator
Job Code: 31192
Grade: 923 (\$57,200.00 - \$91,700.00)
Position No.: To be assigned by BBMR

Costs: \$86,106.84 - 4000-406816-3080-435600-601001

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

18. Create the following position:

Classification: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$29,672.00 - \$34,218.00)
Position No.: To be assigned by BBMR

Costs: \$49,365.22 - 4000-475916-3080-2940600-601001

AGENDA

BOARD OF ESTIMATES

01/27/2016

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 237-1.

Department of Housing and Community Development

19. Create the following position:

Classification: Human Services Worker I
Job Code: 84321
Grade: 556 (\$41,196.00 - \$47,423.00)
Position No.: To be assigned by BBMR

Costs: \$64,724.30 - 1001-000000-1776-179300-601001

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

Department of Finance

20. Reclassify the following position:

From: Administrative Coordinator
Job Code: 31100
Grade: 087 (\$39,701.00 - \$47,900.00)
Position No.: 1480-33381

To: HR Generalist I
Job Code: 33676
Grade: 088 (\$41,326.00 - \$50,069.00)

Costs: \$2,438.00 - 1001-000000-1480-166400-601001

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Baltimore City Circuit Court

21. Create the following position:

Classification: Program Coordinator
Job Code: 10240
Grade: 923 (\$57,200.00 - \$91,700.00)
Position No.: To be assigned by BBMR

Costs: \$27,875.00 - 5000-540316-1100-109400-601009

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

Baltimore Convention Center

22. Reclassify the following position:

From: Painter I
Job Code: 07344
Grade: 427 (\$30,781.00 - \$33,231.00)
Position No.: 5311-42416

To: Carpenter
Job Code: 07386
Grade: 427 (\$30,781.00 - \$33,231.00)

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

Enoch Pratt Free Library

23. Reclassify the following positions:

a. From: Librarian II
Job Code: 00657
Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 4501-46271

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Enoch Pratt Free Library

To: Librarian Supervisor I
Job Code: 00658
Grade: 929 (\$64,600.00 - \$103,200.00)

b. From: Librarian II
Job Code: 00657
Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 4501-34075

To: Librarian Supervisor I
Job Code: 00658
Grade: 929 (\$64,600.00 - \$103,200.00)

c. From: Librarian II
Job Code: 00657
Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 4501-15709

To: Librarian III
Job Code: 00717
Grade: 923 (\$57,200.00 - \$91,700.00)

d. From: Librarian II
Job Code: 00657
Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 4501-15695

To: Librarian III
Job Code: 00717
Grade: 923 (\$57,200.00 - \$91,700.00)

Costs: \$33,000.00 - 1001-000000-4501-592700-601001

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Office of the State's Attorney - cont'd

24. Create the following position:

Classification: Law Clerk

Job Code: 01975

Grade: 085 (\$36,681.00 - \$44,199.00)

Position No.: To be assigned by BBMR

Costs: \$47,685.00 - 4000-403716-1150-118100-601001

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

Law Department

25. Reclassify the following Position:

From: Secretary III

Job Code: 33233

Grade: 084 (\$35,564.00 - \$42,446.00)

Position: 1752-32850

To: Office Manager

Job Code: 00021

Position: 906 (\$48,700.00 - \$77,800.00)

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

Fire Department

26. Reclassify the following two Position:

a. From: Fire Lieutenant Suppression

Job Code: 41212

Grade: 338 (\$59,901.00 - \$73,090.00)

Position: 2121-12712

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

Fire Department - cont'd

To: Fire Lieutenant Suppression, ALS
Job Code: 41278
Position: 374 (\$61,639.00 - \$74,873.00)

b. From: Fire Emergency Vehicle Driver
Job Code: 41297
Grade: 324 (\$40,330.00 - \$65,179.00)
Position: 2121-13083

To: Fire Emergency Vehicle Driver
Suppression, ALS
Job Code: 41277
Position: 354 (\$42,070.00 - \$66,961.00)

There is no cost associated with these actions.

Department of Human Resources (DHR)

27. a. Reclassify the following 122 Positions:

From: Data Entry Operator I
Job Code: 33111
Grade: 075 (\$27,929.00 - \$31,746.00)
Position: 1981-49916

To: Office Support Specialist II
Job Code: 33212
Position: 075 (\$27,929.00 - \$31,746.00)

20 Positions:

1890-36145; 3030-48145; 2602-48485; 5471-24019; 5471-24024;
5471-24029; 5471-24030; 5471-24031; 5471-24034; 5471-32465;
5471-34281; 5471-36359; 5471-49965; 5471-49973; 5471-49974;
5471-49993; 2351-19995; 2391-20512; 2391-20513; 1952-33561

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

DHR - cont'd

From: Data Entry Operator II
Job Code: 33112
Grade: 078 (\$29,672.00 - \$34,218.00)

To: Office Support Specialist III
Job Code: 33213
Position: 078 (\$29,672.00 - \$34,218.00)

99 Positions:

1531-10083; 1480-12520; 1480-12527; 1480-12547; 1480-12549;
1480-24022; 1480-33383; 1420-33385; 1480-33386; 1480-46363;
1480-46364; 1480-46636; 2121-13929; 1890-12152; 1890-19695;
1890-33547; 3150-14276; 3030-14358; 3001-14359; 3030-14361;
3150-35198; 3150-36492; 3030-43445; 3030-46298; 3030-46978;
3160-47747; 3030-47760; 3130-47772; 3031-47773; 3110-47916;
3110-47917; 3110-47918; 2602-15078; 2602-15081; 2602-15085;
5833-48263; 2602-48264; 5833-48337; 2602-48338; 5833-48339;
2602-48486; 5971-49686; 2044-10659; 2044-19279; 2044-19281;
2044-19282; 2044-19286; 2044-19290; 2044-19292; 2044-35604;
2044-35606; 2044-47428; 2044-47430; 2044-47431; 2044-47432;
2044-47434; 2044-47435; 2044-47437; 2044-47438; 2044-47439;
2044-47440; 2044-47441; 2044-47442; 2044-47443; 2044-47444;
2044-47445; 2044-47446; 2044-47447; 2044-47448; 5501-22871;
5471-23960; 5471-23961; 5477-24033; 5520-33709; 5152-34744;
5153-35928; 5153-36082; 5152-36093; 5152-36139; 5153-36168;
5161-36353; 5471-48253; 5471-48254; 5471-48255; 5471-48256;
5501-48257; 5471-48258; 5471-48259; 4731-49441; 1913-19696;
1913-19955; 1911-19996; 1911-20001; 2351-20015; 1911-20113;
2351-20565; 2301-35626; 6961-48381; 6961-48383

From: Data Entry Supervisor I
Job Code: 33115
Grade: 084 (\$35,564.00 - \$42,446.00)

AGENDA

BOARD OF ESTIMATES

01/27/2016

PERSONNEL

DHR - cont'd

To: Office Supervisor
Job Code: 33215
Grade: 084 (\$35,564.00 - \$42,446.00)
Position Nos.: 2044-47665; 5501-22859; 7350-20010
(Three Positions)

b. Abolish the following classification:

Classification: Data Entry Supervisor
Job Code: 33116
Grade: 087 (\$39,701.00 - \$47,999.00)

There are no costs associated with these actions.

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

Department of General Services

28. Reclassify the following Position:

From: HR Assistant I
Job Code: 33681
Grade: 081 (\$32,076.00 - \$38,001.00)
Position: 1981-49916

To: Operations Officer II
Job Code: 31110
Grade: 927 (\$60,800.00 - \$97,300.00)

Cost: \$36,847.00 - 1001-000000-1981-194600-601001

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

Department of Public Works/Office - Amendment No. 1 to Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement with Whitman, Requardt & Associates, LLP under WC 1190, Montebello Filtration Plant I Improvements. The Amendment No. 1 to Agreement will extend the period of the agreement to January 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 31, 2013, the Board approved an agreement with Whitman, Requardt & Associates, LLP to provide design for Montebello Filtration Plant I, for a period of two years and six months until January 31, 2016. Due to availability for construction, it was determined to proceed with the project in phases. The electrical improvements of Plant I which were critical were designed under Phase A. Phase B and Phase C, the infrastructure improvements are being designed under WC 1328. In order to coordinate all phases of the project during the construction period, additional time is needed for design. Therefore, the time extension is requested at no cost to the City. The Consultant was approved by the Office of Boards and Commission and Architectural and Engineering Award Commission.

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

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

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with KCI Technologies, Inc. for No. Project 1157, On-Call Services for Solid Waste Facilities Management Services. The period of the agreement is effective upon Board approval through September 28, 2016 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00

BACKGROUND/EXPLANATION:

On September 28, 2011, the Board approved KCI Technologies, Inc. for On-Call Solid Waste Facilities Management project with a four year term and an upset limit of \$3,000,000.00. On February 6, 2013, the Board approved amendment No. 1 for a time extension of one year and the upset limit increased to \$3,500,000.00. This Amendment No. 2 to Agreement will increase the upset limit by \$500,000.00, making the new upset limit \$4,000,000.00. The upset limit increases are required to allow additional tasks for the remaining contract period. New tasks to be added include environmental monitoring and landfill gas services in order for the continued operation at Quarantine Road Landfill to stay in compliance with permits and regulation.

AUDITS NOTED THE INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.

(The Amendment No. 2 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA**BOARD OF ESTIMATES****01/27/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Employee Development</u>			
1. Malcolm Leggett	SMART Financial Grants Management Training Philadelphia, PA Feb. 16 - 18, 2016 (Reg. Fee \$0.00)	Federal Funds	\$625.62
<u>Office of the Mayor</u>			
2. Daniel Atzmon Desiree Heartberg	Michigan State University Smart Suite Research Practitioner Fellows Academy Conference Washington, DC Feb. 2 - 4, 2016	Bureau for Justice Assistance (BJA)	\$ 0.00
This conference will be completely paid for by Michigan State University, which has funding for this training from the DOJ's Bureau for Justice Assistance.			
<u>Police Department</u>			
3. Ronda McCoy Mark Taylor	Basic Law Enforcement Performance Audit Training Orlando, FL Feb. 8 - 11, 2016 (Reg. Fee \$450.00 ea.)	General Fund	\$2,543.92

AGENDA**BOARD OF ESTIMATES****01/27/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Dept. of Public Works, Office of Engineering & Construction</u>			
4. Azzam Ahmad	North American Society for Trenchless Tech. Show Dallas, TX Mar. 19 - 24, 2016 (Reg. Fee \$850.00)	Storm water Utility	\$2,397.92

The airfare of \$344.96 and registration fee of \$850.00 were prepaid on a City-issued procurement card assigned to Ms. Tiana Haines. The amount to be disbursed to the attendee is \$1,202.96.

Dept. of Public Works, Planning and Analysis Division

5. Evan Pearce	North American Society for Trenchless Tech. Show Dallas, TX Mar. 18 - 23, 2016 (Reg. Fee \$850.00)	Water Utility	\$1,756.70
----------------	--	---------------	------------

The subsistence for this location is \$202.00 per day. The hotel cost is \$149.00 per night plus hotel taxes of \$19.37 per night and \$15.00 resort fee. Mr. Pearce will attend the conference from March 20 - 23, 2016. However, he will stay in the hotel from March 21 - 22, 2016. The Department is requesting additional subsistence of \$54.00 for food and incidentals. The airfare of \$334.96 and registration fee of \$850.00 were prepaid on a City-issued procurement card assigned to Tianna Haines. The amount to be disbursed to attendee is \$571.74.

AGENDA

BOARD OF ESTIMATES

01/27/2016

Department of Housing and - Community Development Block
Community Development Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement with The Women's Housing Coalition, Inc. (WHC). The period of the agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$47,310.00 - 2089-208916-5930-437923-603051

BACKGROUND/EXPLANATION:

The WHC will provide permanent housing, case management, and other support services to low to moderate-income persons and their children. The WHC serves formerly homeless women, age 18 and older, a majority of whom suffer from chronic mental illness, substance abuse, and disabilities.

On June 17, 2015, 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 2015 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined

AGENDA

BOARD OF ESTIMATES

01/27/2016

Department of Housing and - cont'd
Community Development

in the Plan effective July 1, 2015 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Towmar Investment Properties, LLC, Developer, for the sale of the City-owned property located at 2623 Biddle St.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The project will consist of the rehabilitation of a vacant property. Once rehabbed, the property will be sold to a homeowner. The Developer plans to invest a total of \$73,000.00 in rehab costs for this project.

Baltimore City is authorized to dispose of the property by virtue of Article 13, §2-7 (h) (2) (ii) (c) of the Baltimore City Code.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process for \$5,000.00 and will be sold for \$3,000.00.

The property is being sold to Towmar Investment Properties, LLC below the price determined by the waiver valuation value as follows:

- the sale and the rehabilitation will help to promote a specific benefit to the immediate community,
- the sale and rehabilitation will continue the elimination of blight,

DHCD - cont'd

- the sale and rehabilitation will promote economic development through the placement of the subject property on the City's tax roles.

Pursuant to the provisions under Baltimore City Code, Article 13 §2-7 (h) (2) (ii) (c), all terms and conditions of this agreement were approved.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

01/27/2016

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1105 Appleton Street by gift from VEU 4, Inc., Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

VEU 4, Inc. has offered to donate to the City, title to the property located at 1105 Appleton Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through January 29, 2016, other than water bills, are as follows:

Tax Sale Cert. #293162	Date 05/18/2015	\$78,714.50
Real Property Taxes	2015-2016	74.94
Real Property Taxes	2014-2015	142.84
Real Property Taxes	2013-2014	108.06

AGENDA**BOARD OF ESTIMATES****01/27/2016**DHCD - cont'd

Real Property Taxes	2012-2013	125.61
Real Property Taxes	2011-2012	193.55
Real Property Taxes	2010-2011	158.97
Real Property Taxes	2009-2010	227.25
Real Property Taxes	2008-2009	192.33
Real Property Taxes	2007-2008	209.01
Miscellaneous Bills	#2455582	138.59
Miscellaneous Bills	#3071182	336.38
Miscellaneous Bills	#3762051	114.20
Miscellaneous Bills	#4224382	133.59
Miscellaneous Bills	#4658290	122.35
Miscellaneous Bills	#5858824	232.79
Miscellaneous Bills	#6869341	635.80
Miscellaneous Bills	#6879746	635.80
Miscellaneous Bills	#7755192	223.61
Property Registration	#001776	306.80
Total Taxes Owed:		<u>\$83,026.97</u>

AGENDA

BOARD OF ESTIMATES

01/27/2015

Department of Housing and Community Development (DHCD) - Acquisition by Gift

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition by gift of the leasehold interest of the property located at 319 S. Bruce Street (Block 0276 Lot 076) from Ms. Josephine Scardina, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

Ms. Scardina agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Ms. Scardina has offered to donate title to the property located at 319 S. Bruce Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 319 S. Bruce Street are itemized as follows:

	<u>Tax Year/s</u>	<u>Amount</u>
Real Property Taxes	2015-2016	\$ 74.94
Property Registration	#207536	26.50
		<u>\$101.44</u>

AGENDA

BOARD OF ESTIMATES

01/27/2015

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition by gift of the fee simple interest of the property located at 5259 St. Charles Avenue (Block 4544 Lot 007) from Mr. Marc Randall, Sr. Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

Mr. Randall agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Randall has offered to donate title to the property located at 5259 St. Charles Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 5259 St. Charles Avenue are itemized as follows:

	<u>Tax Year/s</u>	<u>Amount</u>
Real Property Taxes	2015-2016	\$ 74.94
Environmental Fine	#54072137	500.00
Property Registration	#019106	137.80
		<u>\$712.74</u>

AGENDA

BOARD OF ESTIMATES

01/27/2015

Department of Housing and - Employee Expense Statement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Mr. Howard Tutman, III for the months of July and August 2015.

AMOUNT OF MONEY AND SOURCE:

\$112.36 - 1001-000000-5824-408999-603002 - Mileage

BACKGROUND/EXPLANATION:

Community Marketing Outreach Agents serve as liaisons between the DHCD's Land Resources Division and the community at large. Part of the job description for the agents requires that they utilize their personal vehicles to attend various community events, and facilitate community workshops and seminars.

This request is late because it was submitted during a staffing change to the Finance Department. As a result, processing of the expense report extended beyond the required deadline.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

01/27/2015

Office of Engineering and Construction - Authorize Publication of the Request for Proposal for Procurement Construction Manager Risk Services

ACTION REQUESTED OF B/E:

The Board is requested to authorize publication of the submitted Request for Proposal (RFP) to procure Construction Manager at Risk (CMAR) Services for SC 918H, the Headworks Improvements and Wet Weather Equalization Facilities Project at the Back River Wastewater Treatment Plant (BRWWTP).

AMOUNT OF MONEY AND SOURCE:

No funds are required at time.

The Project is intended to be performed in two phases. The cost for the first phase (Pre-Construction Services needed to agree on design and a guaranteed maximum price for Construction Services) is estimated at \$2 million, and the cost of the second phase (Construction Services) is estimated at \$350 million.

BACKGROUND/EXPLANATION:

The requested Project will be advertised on January 28, 2016 and sealed Technical and Financials Proposals will be received by the Office of Boards and Commissions on March 2, 2016 at 12:00 noon EST. at 4 South Frederick Street, Baltimore, Maryland, 21202. Once the CMAR is selected, the Pre-Construction Services Contract and the Construction Phase Services Contract will be submitted to the Board of Estimates for approval.

The City will procure the services of a CMAR Firm under the general guidance of the Design-Build Resolution approved by the Board on September 28, 2011. The procurement process for the CMAR firm deviates in several ways from the standard procurement process under the Design Build Resolution. The exceptions are summarized in Attachment A. The procedural exceptions noted on Attachment A are necessary given the nature of CMAR services and to maximize the potential for cost savings on the SC 918H Project. Adequate measures and safeguards have been incorporated

AGENDA

BOARD OF ESTIMATES

01/27/2015

Office of Engineering and Construction - cont'd

in the RFP and the contracts contained therein to protect the City's interest. The RFP is in accordance with the accepted standards in the construction industry for retention of a CMAR Firm. All requirements in the 2006 Edition of the City of Baltimore, Department of Public Works, Specifications for Material, Highways, Bridges, Utilities and Incidental Structures, and Amendments thereto, will be strictly enforced.

The construction of the Headworks Project at BRWWTP will remove a hydraulic restriction which causes sanitary sewer overflows. The Back River Headworks (SC 918) project design was completed in 2015. Bids were solicited and opened utilizing the traditional Design-Bid build model. Only two companies submitted bids. Both bids were approximately 28% over the project estimate. Upon the recommendation of the Department of Public Works (DPW), the Board rejected both bids on September 23, 2015. Subsequent evaluations by DPW resulted in the recommendation that the CMAR project delivery method be utilized as the best approach to achieve the project quality, cost savings and schedule compliance required by the City and State and Federal regulators. The Design-Build Executive Committee evaluated the CMAR method and on November 30, 2015 approved the use of the CMAR project delivery method for SC 918H, subject to Board approval.

To obtain cost and schedule certainty, it is in the best interest of the City to construct this Project under the CMAR method. Under this work arrangement, the CMAR Firm will be limited to self-perform no greater than 40% of the total value of the construction phase of the Project. The CMAR Firm will be required to provide performance and payment bonds for 100% of the project cost.

Attachment A

City of Baltimore
Department of Public Works – Office of Engineering and Construction
Back River Headworks Project Procurement

Key Differences in Procurement Process for SC-918H

1. Procurement

- For this Project, prime bidders and subcontractors must be prequalified following normal Office of Boards and Commissions (OBC) process but will not be subject to “work capacity” requirements.
- Each prime bidder must provide documentation from an approved Surety guaranteeing the ability to provide a 100% Performance and Payment bond in the full dollar amount sufficient for the entire project and disclose total available bonding capacity.
- Selection will be based on “Best Value,” taking into consideration the Proposers’ qualifications, staffing plan, technical approach, interview, financial capacity and price:
 - o Technical proposal weighting: 65%
 - o Price proposal weighting: 15%. Under the Design Build Resolution, price proposal is weighted at no less than 50%. Evaluating price at 50% of the evaluation would over-value the price component of the Proposal and is not appropriate for this CMAR procurement.
 - o Interview: 20%
 - All responsive proposers will be interviewed.
- Responses will be received and opened by OBC.

2. Preconstruction Phase

- Necessary in light of the fact that City already has a 100% design from the Design Bid Build Procurement. Working with the CMAR, the design must be reviewed and modified to achieve the required cost reductions.
- Fixed cost for the Pre-Construction Phase services
- CMAR Firm will be paid on an “earned value” basis, primarily tied to completing deliverables defined in the RFP, and ultimately a Guaranteed Maximum Price (GMP) for the Project.
- Establish a minimum threshold price of \$2.0 million for the Pre-Construction Phase services. This is consistent with estimates and necessary to provide a fair solicitation process and increase competition.

Please Visit Our Website @ www.baltimorecity.gov

- CMAR Firm will work on behalf of the City and with the City's advisors to perform value engineering and re-scoping of the Project to reduce project costs.
- CMAR Firm will be responsible for the development of the "work packages" (i.e., various bid components for procurement of subcontractors by the CMAR representing ~90% of the project costs) – City will provide input and review
- CMAR Firm will develop a Guaranteed Maximum Price (GMP) Schedule to provide the complete pricing for the construction portion of the Project as the basis for BOE approval of the construction contract.
- City MBE/WBE targets will apply during the pre-construction phase (10% MBE, 3% WBE), while State DBE targets will apply during the construction phase (actual levels TBD).

3. Construction Phase Details

- Construction Phase services will be awarded based on the Guaranteed Maximum Price (GMP)
- CMAR Firm will be responsible for the competitive procurement of the "work packages" (i.e., various bid components of the project representing ~90% of the project costs) – City will provide review and input only. The CMAR makes the subcontracting decisions within the GMP limits.
- CMAR Firm will be required to provide 100% Payment and Performance Bonds for the Project
- DBE participation during the construction phase will be in accordance with EPA / MDE / MWQFA requirements
 - o *State DBE targets will apply during the construction phase (actual levels TBD).*
- Change in retainage requirements to 5% throughout the project (Green Book provides for 10% retainage until the project reaches 5% of total contract price when no further retainage is withheld)
- Sharing of unused construction contingency on 60/40 basis (City/CMAR). Additionally, any construction savings realized by the CMAR Firm during the construction phase will also be shared on the same pro rata basis between the City and the CMAR Firm. This aligns financial incentives for the City and the CMAR.

Please Visit Our Website @ www.baltimorecity.gov

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

58 - 59

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

In connection with the Transfer of Funds,
a report has been requested
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

AGENDA

BOARD OF ESTIMATES

01/27/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- | | | | |
|----|--|-----------------------------------|----------------|
| 1. | B50004404, Visionaire
Lighting Fixtures | Graybar Electric
Company, Inc. | \$1,579,460.00 |
|----|--|-----------------------------------|----------------|

(Dept. of Transportation)

MWBOO GRANTED A WAIVER.

- | | | | |
|----|--|--------------------------------|----------------|
| 2. | B50004360, Management
Services for the Eat-
ing Together in
Baltimore Program | MJ Management
Services, LLC | \$1,977,144.00 |
|----|--|--------------------------------|----------------|

(Health Dept.)

MWBOO SET GOALS OF 3% MBE AND 1%.

MBE: King, King & Associates, PA	3.0%
---	------

WBE: Curry Printing and Copy Center	0.5%
Sue-Ann's Office Supply, Inc.	0.2%
Jodi M. Stappler, CPA	0.2%
Britt's Industries, Inc.	0.1%
	1.0%

MWBOO FOUND VENDOR IN COMPLIANCE.

Department of Public Works (DPW)/Office of Eng. & Constr.

- | | | | |
|----|---|------------------------|----------------|
| 3. | W.C. 1306, Washwater
Lake Residuals
Removal at the Monte-
bello Filtration Plant | Merrell Bros.,
Inc. | \$3,974,783.33 |
|----|---|------------------------|----------------|

MBE: Jeffreys Trucking, Inc.	\$642,857.15	16.2%	
JJ Adams Fuel Oil Co., LLC	87,690.00	2.2%	
	\$730,547.15	18.4%	

AGENDA

BOARD OF ESTIMATES

01/27/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/Office of Eng. & Constr.

WBE: Maryland Chemical \$169,650.00 4.3%
Company, Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4. \$3,155,659.40	9960-910300-9558	
Water Revenue	Constr. Res	
Bonds	Meter Replacement	
2,142,493.60	" "	
<u>Counties</u>		
\$5,298,153.00		
 \$397,479.00	-----	9960-905596-9557-2
		Extra Work
397,479.00	-----	9960-905596-9557-3
		Engineering
289,925.40	-----	9960-905596-9557-5
		Inspection
3,974,783.33	-----	9960-905596-9557-6
		Construction
<u>238,486.27</u>	-----	9960-905596-9557-9
		Administration
\$5,298,153.00		

The funds are required to cover the cost for the award of WC 1306, Washwater Lake Residuals Removal at Montebello Filtration Plant.

AGENDA

BOARD OF ESTIMATES

01/27/2016

Retirement Savings Plan - Amendment to the City of Baltimore
457(b) Deferred Compensation Plan
Document

ACTION REQUESTED OF B/E:

The Board is requested to approve the Amendment to the City of Baltimore (City) 457(b) Deferred Compensation Plan (DCP) Document.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Amendment will enable the public safety unions to have a single (1) Trustee with voting rights on the Retirement Savings Plan of the City of Baltimore (RSP) Board of Trustees (which has purview over the City's 457(b) DCP).

Legislation enacted on May 5, 2014 established the RSP. The legislation provides for a Board of Trustees to administer and oversee the RSP, as well as the City's 457(b) DCP. As only newly hired or rehired civilian employees are covered by the RSP, the legislation did not provide for a Trustee to represent the City's public safety unions. However, public safety employees participate in the City's 457(b) DCP.

Prior to the establishment of the RSP, there was a 457(b) DCP committee that was responsible for the administration and operation of the 457(b) DCP. The City's public safety unions had a representative with full voting rights on that committee.

This Amendment to the City's 457(b) DCP Document will allow for the City's public safety unions to designate a representative to

AGENDA

BOARD OF ESTIMATES

01/27/2016

Retirement Savings Plan - cont'd

serve on the RSP Board of Trustees with voting rights only on those matters that pertain to the 457(b) DCP. The public safety representative will not be able to vote on motions that pertain to the 401(a) RSP. It will be up to the public safety unions to determine the process for selecting the Trustee.

MBE/WBE PARTICIPATION:

N/A

(The Amendment to the City of Baltimore 457(b) Deferred Compensation Plan Document has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

01/27/2016

PROPOSALS AND SPECIFICATIONS

1. Department of Transportation - TR 13321, Downtown Bicycle Network
BIDS TO BE RECV'D: 03/02/2016
BIDS TO BE OPENED: 03/02/2016

2. Department of Public Works/
Department of Rec & Parks - RP 15818R, Office Trailer Relocation to Gwynns Falls Park Maintenance Yard
BIDS TO BE RECV'D: 03/02/2016
BIDS TO BE OPENED: 03/02/2016

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED