

**NOTICE:**

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.

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](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

BOARD OF ESTIMATES' AGENDA - MAY 6, 2015

\* \* \* \* \*

THE DEPARTMENT OF FINANCE

WILL PRESENT THE

PROPOSED ORDINANCE OF ESTIMATES FOR FY 2016

AND

AN ORDINANCE TO LEVY AND COLLECT A TAX

AND

REQUEST AUTHORIZATION TO ADVERTISE

THE ORDINANCE OF ESTIMATES

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Bureau of the Budget and - Annual Ordinance of Estimates FY 2016  
Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Fiscal 2016 Ordinance of Estimates for transmittal to the Baltimore City Council.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Ordinance of Estimates totals \$3,226,533,421.00, including \$2,553,636,421.00 for operating expenses and \$672,897,000.00 for capital expenses.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Bureau of the Budget and - Annual Property Tax Ordinance FY 2016  
Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Fiscal 2016 Tax Rate Ordinance for transmittal to the Baltimore City Council.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Real Property Tax Rate is proposed to remain at \$2.248 per \$100.00 of assessed value. The Personal Property Tax Rate is 2.5 times the Real Property Tax Rate per State Law.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Planning - Fiscal Year 2016 - 2021 Capital Budget  
and Capital Improvement Program

The Board is requested to **NOTE** receipt of the revised FY 2016 Capital Budget and the FY 2016 - 2021 Capital Improvement Program.

On March 12, 2015, the Planning Commission adopted the recommended Fiscal Year 2016 Capital Budget and FY 2016 - 2021 Capital Improvement Program.

The recommended program totaled \$3,272,000,000.00 for capital projects during FY 2016 - 2021, and \$662,000,000.00 to be appropriated as part of the FY 2016 budget.

The Board of Finance approved the Capital Improvement Program at its meeting on Mach 23, 2015. After the March 23, 2015 Board of Finance approval, the following revisions were made to the FY 2016 Capital Budget:

<u>CIP #</u>	<u>Project</u>	<u>Source</u>	<u>Change</u>
117-007	Upgrade City's Website	200-General Funds	\$800,000.00
146-001	Technology Improvements	200-General Funds	\$4,000,000.00
474-063	FY16 Maryland Community Parks & Playgrounds Program	604-State Open Space Matching Grants	\$250,000.00
		690-Other State Funds	\$200,000.00
474-064	FY16 Athletic Field Renovation: Riverside, Gwynns Falls, Carroll and Patterson Parks	604-State Open Space Matching Grants	\$297,000.00
474-779	Druid Hill Swimming Pool and Bathhouse Renovation	604-State Open Space Matching Grants	\$239,000.00
588-006	HOME Program	990-Other Funds	\$4,000,000.00
588-979	East Baltimore Redevelopment	690-Other State Funds	\$2,500,000.00
601-075	Steam Line Relocation, Warner Street	613-Casino Local Impact Aid	<u>\$(1,217,000.00)</u>
		<b>TOTAL</b>	<b>\$11,069,000.00</b>

The recommendations of the Planning Commission along with the revisions listed above are reflected in the recommendations. The recommended program totals \$3.282 billion for capital projects during FY 2016-2021 and \$673 million to be appropriated as part of the FY 2016 Budget.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Board of Finance - Six Year Capital Improvement Program

By City Charter, the review schedule for the Capital Improvement Program (CIP) includes an endorsement by the Board of Finance. At a scheduled meeting on March 23, 2015, the FY 2016 Capital Budget totaling \$661,828,000, and the FY 2016-2021 CIP totaling \$3,271,813,000, was presented to the Board of Finance. Following the presentation, the Board of Finance endorsed the CIP as summarized below:

**Board of Finance Recommended 2016-2021 CIP  
(\$000)**

<b>Source</b>	<b>Fiscal 2016</b>	<b>Fiscal 2017</b>	<b>Fiscal 2018</b>	<b>Fiscal 2019</b>	<b>Fiscal 2020</b>	<b>Fiscal 2021</b>	<b>Total</b>
GO Bonds	65,000	65,000	65,000	65,000	65,000	65,000	390,000
General Fund	10,910	10,770	9,450	10,140	11,300	11,300	63,870
General Fund (HUR)	6,090	6,230	7,550	6,860	5,700	5,700	38,130
Revenue Loans	263,141	167,441	191,608	380,355	98,333	156,748	1,257,626
Federal	42,910	38,864	38,649	38,474	38,769	35,984	233,650
State Grants	32,082	38,885	37,775	31,275	20,350	14,625	174,992
Transportation Bonds	15,000	15,000	15,000	15,000	15,000	15,000	90,000
Utility	21,070	21,775	30,483	24,753	25,662	21,723	145,466
Other	205,625	101,004	105,848	289,325	63,769	111,291	876,862
<b>Total</b>	<b>661,828</b>	<b>464,969</b>	<b>501,363</b>	<b>861,182</b>	<b>343,883</b>	<b>437,371</b>	<b>3,270,596</b>

Since the Board of Finance approval, the Departments of Finance and Planning made adjustments to FY2016 CIP totaling approximately \$11.0 million. These adjustments are summarized in the Planning Commission recommendation and are not considered material and may be included in the Ordinance of Estimates.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Finance - Six Year Capital Improvement Program

**ACTION REQUESTED OF B/E:**

The Board is recommended to adopt the Six-Year Capital Improvement Program for Fiscal Years 2016 through 2021.

**BACKGROUND/EXPLANATION:**

The Department of Finance completed its review of the Six-Year Capital Improvement Program for Fiscal Years 2016 through 2021.

As required by City Charter, the first year of this program represents the Capital Budget for Fiscal Year 2016 and will be included in Part B of the proposed Ordinance of Estimates.

The Six-Year Capital Improvement Program is summarized as follows:

*(Dollars in Thousands)*

Source	2016	2017	2018	2019	2020	2021	Total
G.O. Bonds	65,000	65,000	65,000	65,000	65,000	65,000	390,000
General Fund	15,710	10,770	9,450	10,140	11,300	11,300	68,670
General Fund (HUR-eligible)	6,090	6,230	7,550	6,860	5,700	5,700	38,130
Utility and Enterprise Funds	27,070	27,775	36,483	30,753	31,662	27,969	181,712
Revenue Loans	263,141	167,441	191,608	380,355	98,333	156,502	1,257,380
County Transportation Bonds	15,000	15,000	15,000	15,000	15,000	15,000	90,000
Federal	42,910	38,864	38,649	38,474	38,769	35,984	233,650
State	34,351	38,885	37,775	31,275	20,350	14,625	177,261
Other	203,625	95,004	99,848	283,325	57,769	105,291	844,862
<b>Total</b>	<b>672,897</b>	<b>464,969</b>	<b>501,363</b>	<b>861,182</b>	<b>343,883</b>	<b>437,371</b>	<b>3,281,665</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Office of the Labor Commissioner - Memorandum of Understanding  
(MOU) AFSCME, Local 558-FY  
2014-2016

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** a Memoranda of Understanding between the City of Baltimore and AFSCME Council 67 and Local 558 for FY 2014 - 2016.

**AMOUNT OF MONEY AND SOURCE:**

A 2% across the Board wage increase for each fiscal year and a bonus for FY 2016 has been budgeted by the Department of Finance, Bureau of Budget and Management Research.

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance, the Office of the Labor Commissioner has concluded negotiations with AFSCME Council 67 and Local 558. The results of the negotiations have been reduced to writing in the form of the submitted MOU covering Fiscal Years 2014 - 2016.

**MBE/WBE PARTICIPATION:**

N/A

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



**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

**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:

Allan Myers MD, Inc.	\$525,816,000.00
Armond Cassil Railroad Construction, Inc.	\$ 88,434,000.00
Brayman Construction Corporation	\$453,447,000.00
Commercial Cabling & Sound, Inc.	\$ 1,500,000.00
Day and Sons, Inc.	\$ 1,500,000.00
Diversified Site Works, LLC	\$ 2,232,000.00
Edwin A. & John O. Crandell, Inc.	\$ 13,867,000.00

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:

Accumark, Inc.	Land Survey Engineer
Albrecht Engineering, Inc.	Engineer
Axiom Engineering Design, LLC	Engineer Land Survey Landscape Architect
CDM Smith, Inc.	Engineer
J. A. Rice, Inc.	Land Survey
Johnson Consulting Engineers, Inc.	Engineer
McDonough Bolyard Peck, Inc. d/b/a MBP	Engineer

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

**BOARDS AND COMMISSIONS** - cont'd

Precision Measurements, Inc.

Land Survey  
Property Line Survey

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 6** favorable reports by the Planning Commission on April 23, 2015 on Transfers of Funds approved by the Board of Estimates at its meetings on April 15, 2015 and April 22, 2015.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Mayor's Office of Human Service - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding with Anne Arundel County. The period of the agreement is July 1, 2014 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$456,675.00 - 4000-490914-3573-33679-603051

**BACKGROUND/EXPLANATION:**

Anne Arundel County will use the funds to provide housing assistance and supportive services to individuals or to families who have a family member with AIDS. Anne Arundel County will serve 34 households.

The Memorandum of Understanding is late because of a delay in obtaining signatures on the Memorandum of Understanding.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Law Department - Negotiated Settlement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Negotiated Settlement Agreement between the City, the Equal Employment Opportunity Commission (EEOC) and Mr. Donald Quarles.

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 2036-000000-1752-175200-603070

**BACKGROUND/EXPLANATION:**

Mr. Donald Quarles filed a complaint of disability discrimination with the EEOC alleging that the Baltimore City Fire Department (BCFD) failed to provide him with reasonable accommodation as required under the Americans With Disabilities Act (ADA). The BCFD's Public Safety Infirmary at Mercy Hospital declined to return Mr. Quarles to full duty as a fire fighter after he suffered a seizure and was prescribed a regimen of anti-consultant medication. His sick leave was subsequently exhausted and he was separated from the BCFD. Based on the current uncertainty of employers' obligations, under the ADA as related to qualification standards and reasonable accommodation, particularly in cases involving public safety personnel, as well as the often complex and contradictory medical evidence involved in disability discrimination litigation, the parties propose to settle this case as described.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this particular claim, a recommendation to the Board of Estimates is made to approve the settlement of this claim.

**APPROVED FOR FUNDS BY FINANCE**

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

EXTRA WORK ORDER

\* \* \* \* \*

The Board is requested to approve  
of the  
Extra Work Order  
as listed on the following page:

14

The EWO has been reviewed and approved  
by the Department of  
Audits, CORC, and MWBOO  
unless otherwise indicated.

AGENDA

BOARD OF ESTIMATES

05/06/2015

EXTRA WORK ORDER

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

1. EWO #001, \$0.00 - TR 12319, Citywide ADA and Sidewalk Improvements				
\$866,000.00	-	M. Luis Construction Co., Inc.	365	-

This authorization is for a non-compensable time extension of 365 consecutive calendar days to complete the remaining work on the project. Due to the delay in ROW acquisition, the re-scoping that took place between Bid opening and the Notice to Proceed and the redesign of several locations additional time is requested. The completion date was April 23, 2015. The new completion date is April 22, 2016.

TRANSFER OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
the Transfer of Funds  
listed on the following page:

16

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



TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. <b>\$135,000.00</b>	9910-902985-9587 Housing Development - Reserve	9910-903283-9588 Emergency Housing

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Health Department - Employee Expense Report

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the various expense reports for following employees.

- 1. **MARIE BIZZELL** **\$78.12**
  - Account: 4000-422514-3030-271500-603002 \$71.12  
December 2014 - Mileage/Tolls
  - 4000-422514-3030-271500-603003 \$ 7.00  
December 2014 - Parking
  
- 2. **ELMER CARMON** **\$253.68**
  - Account: 1001-000000-3030-271600-603002  
December 2014 - Mileage/Tolls
  
- 3. **ROCHELLE PURNELL** **\$204.94**
  - Account: 4000-425515-3110-306700-604003  
October 2014 - Uniform Expense

Ms. Bizzell and Mr. Carmon submitted their expense statement, but the form was returned to the employees several times to correct errors. Ms. Purnell misplaced her paperwork and therefore, her expense statement was not processed in a timely manner. The Department has instituted measures to ensure that expense statements are processed on time.

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.

The Department apologizes for the lateness.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Health Department - Agreements

The Board is requested to approve and authorize execution of the Grant Agreement, Agreements, and Amendment to Agreements and to approve and authorize the renewal of an agreement.

Grant Agreement

1. **UNITED WAY OF CENTRAL MARYLAND, INC. (UWCM)** **\$23,500.00**

Account: 6000-618514-3001-268400-603051

The Grant Agreement with the UWCM will provide funding to support Baltimarket - the Virtual Supermarket Program.

The Virtual Supermarket Program allows customers to order high quality affordable groceries online at their local library and pick them up from the same location the very next day.

The Grant Agreement is late because it was received on January 29, 2015. It was delayed due to the administrative review process.

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

2. **BALTIMORE HEALTHY START, INC.** **\$80,000.00**

Account: 4000-499615-3080-294213-603051

The organization will provide the services of a Certified Registered Nurse Practitioner (CRNP) to conduct home and center-based reproductive health services for the Maternal and Infant Nursing Program.

The CRNP will conduct home and center-based reproductive health services with the intended goal of reducing unintended pregnancies and lengthening inter-pregnancy intervals. Activities of the CRNP will complement existing outreach/case management and care coordination of services,

Health Department - cont'd

home-based family planning education and counseling, and postpartum clinical care. The CRNP will also conduct screening and treatment of STD's as needed.

The Agreement is late because the Department was waiting for a suitable scope of work and budget.

**MWBOO GRANTED A WAIVER.**

- 3. **FAMILY LEAGUE OF BALTIMORE CITY, INC. (FLBC)** **\$30,000.00**

Account: 6000-626315-3080-513201-406002

The FLBC received a grant from the Department of Health and Human Services, Public Health Services for the Project titled "Baltimore Coalition for Healthy Communities."

The FLBC is contracting with the Department to provide a staff person to co-lead the B'More Fit for Healthy Babies project. Both agencies are mutually responsible for guiding the development and implementation of the overall strategy for promoting weight loss and fitness. Joint responsibilities include coalition building, communications, program/evaluation oversight and resource development.

This Agreement provides funds to support the BCHD Health Program Administrator, to serve as Co-Director of B'More for Healthy Babies Program, devoting .50 FTE of her time. She shares those duties with the Program Director for FLBC.

Each Co-Director will assume lead responsibility and be held accountable for specific deliverables. Major program-

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Health Department - cont'd

matic and budget decisions will be made jointly. The period of the Agreement is September 1, 2014 through August 31, 2015.

The Agreement is late because it was submitted to the Department on March 18, 2015 for processing.

4. **ALPHA ZETA CHAPTER, ZETA PHI BETA SORORITY, INC., AND MYRTLE TYLER FAITHFUL FUND, INC.** **\$12,567.00**

Account: 5000-530315-3041-605800-603051

The organization will work with the Department to educate minority adults at community sites on the risk factors associated with tobacco use and the harm caused by secondhand smoke exposure to non-smokers.

The Agreement is late because the DHMH did not approve the grant application until September 2014. The tobacco sub-grants went out to bid in mid-October and were submitted to the Department last October. Sub-grantees were selected in November 2014. The period of the Agreement is July 1, 2014 through June 30, 2015.

RENEWAL OF AGREEMENT

5. **BALTIMORE COUNTY, MARYLAND DEPARTMENT OF AGING (BCDA)** **\$25,000.00**

Account: 5000-536016-3044-295900-603026

On August 15, 2012, the Board approved the initial sponsorship agreement for the "2013 edition" of the Regional Community Resource Directory in production from May - December 2012, and a \$25,000.00 payment to the BCDA. The Agreement contained four 1-year renewal options.

On August 14, 2013, the Board approved an amendment that replaced the "2013 edition" with the "annual edition" to allow the Department to pay annually for production of the

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Health Department - cont'd

Regional Community Resource Directory. The Board also approved the second renewal option, with two 1-year renewal options remaining.

This is the final renewal option. All other terms and conditions of the original agreement remain unchanged.

AMENDMENT TO AGREEMENT

6. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$2,080.00**  
**(UMB)**

Account: 4000-423115-3150-295905-603051

On July 26, 2014, the Board approved the original agreement with UMB, Center for Health and Homeland Security (CHHS) for \$74,802.00 and for the period of July 1, 2014 through June 30, 2015.

The Department is amending the agreement to include the cost for travel. This will allow the UMB, CHHS Policy Analyst to attend local and regional emergency preparedness and response meetings in the greater Baltimore areas, and surrounding counties, and to attend the National Association of City and County Health Officials Preparedness Summit in Atlanta, GA from April 13 - 17, 2015.

The total amount of the agreement is \$76,882.00.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of General Services - 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. 1011 Greenmount Avenue	Don Kafouros	Handicap Ramp 24' x5'

Annual Charge: \$0.00

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of General Services - Developer's Agreement No. 1401

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1401 with Metropolitan Baltimore, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$409,822.62

**BACKGROUND/EXPLANATION:**

The developer will install new conduit and streetscape improvements to its proposed construction located at vicinity of 10 Light Street. This Developer's Agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$409,822.62 has been issued to Metropolitan Baltimore, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

N/A

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



**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of General Services - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Civil/Structural Engineering Services with Sabra, Wang & Associates, Inc. for Project No. 1219, On-Call Design and Construction Division. The period of the Agreement is effective upon Board approval for two years with an option to renew for two additional 1-year terms.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - upset limit  
Not to exceed

Funds will be identified as tasks are processed.

**BACKGROUND/EXPLANATION:**

Various City agencies on a continuing basis, require architectural design services to modify, upgrade, or repair their facilities. Typically, the work involved is limited in scope and/or an urgent nature, which in either case should not be postponed until the customary Civil/Structural Engineering selection process can be executed. Under these contracts the call for this service will be made as needs are identified. Fees will be based on actual payroll rates, not including overhead and burden times a set multiplier. The payroll rate and the multiplier have been reviewed by the Department of Audits. The initial contract duration will be two years; however, projects that are started within the initial two-year period may continue beyond the two-year time frame until completion.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of General Services - cont'd

The Consultant was selected pursuant to the Architect and Engineering Awards Commission (AEAC) procedure under AEAC Project 1219.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	Sabra, Wang & Associates, Inc.	7.5%*
	Mimar Architects, Inc.	4.5%
	Min Engineering, Inc.	7.5%
	IDesign Engineering, Inc.	7.5%
		<u>27%</u>
<b>WBE:</b>	Axiom Engineering Design, LLC	5.0%
	A Squared Plus (A2+) Engineering Support Group, LLC	5.0%
		<u>10%</u>

\*Indicates work that will be self-performed.

**MWBOO FOUND VENDOR IN COMPLIANCE**

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

(The On-Call Design and Construction Division Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of General Services - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Architectural Design Services Agreement with AS Architects, Inc. Inc. for Project No. 1218, Design and Construction Division. The period of the Agreement is effective upon Board approval for two years with an option to renew for two additional 1-year terms.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - upset limit

Funds will be identified as tasks are processed.

**BACKGROUND/EXPLANATION:**

Various City agencies on a continuing basis, require architectural design services to modify, upgrade, or repair their facilities. Typically, the work involved is limited in scope and/or an urgent nature, which in either case should not be postponed until the customary architectural design selection process can be executed. Under these contracts the call for this service will be made as needs are identified. Fees will be based on actual payroll rates, not including overhead and burden times a set multiplier. The payroll rate and the multiplier have been reviewed by the Department of Audits. The initial contract duration will be two years; however, projects that are started within the initial two-year period may continue beyond the two-year time frame until completion.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of General Services - cont'd

The Consultant was selected pursuant to the Architect and Engineering Awards Commission (AEAC) procedure under AEAC Project 1218.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Min Engineering, Inc.	0-17%
EBA Engineering, Inc.	0-17%
Kumi Construction Management Corp	<u>0-17%</u>
(in the aggregate)	<b>17%</b>
<b>WBE:</b> Carroll Engineering, Inc.	0-10%
Inside Out Design, Inc.	<u>0-10%</u>
(in the aggregate)	<b>10%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE**

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

(The On-Call Architectural Design Services Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with JFY Properties II, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$9,009.19 - 9950-905088-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for The National located at 3610 Dillon Street constructing a five story apartment building with 61 units and a total square footage of 178,750 GSF. The Developer agrees to make a one-time contribution in the amount of \$9,009.19 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

**MBE/WBE PARTICIPATION:**

N/A

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Parking Authority for - Amendment to Memorandum of Understanding  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Memorandum of Understanding with Zipcar, Inc. The amendment extends the term for one year through July 1, 2016.

**AMOUNT OF MONEY AND SOURCE:**

The City will receive \$40.00 per space per month.

**BACKGROUND/EXPLANATION:**

The PABC has partnered with Zipcar to reduce car ownership in Baltimore City since June of 2011. In the past four years, the partnership has removed approximately 3,000 personally owned cars from the City, reducing the demand for parking and the need for construction of parking garages. If the City built garages to park those vehicles, it would have cost the City approximately 75 million dollars.

The PABC has helped in placing over 100 Zipcars throughout the City, which has allowed thousands of Baltimore residents to become Zipcar members, providing an additional mode of transit while living with fewer personal vehicles.

The PABC is currently exploring additional car-sharing methods and requires time to see where the car-sharing market is moving before it attempts new procurement of car-sharing services for the City.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

(The Amendment to Memorandum of Understanding 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 contract  
listed on the following page:

31

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

**RECOMMENDATIONS FOR AWARDS/REJECTIONS**

Bureau of Purchases

1. B50003826, Landscape Maintenance Services for Exterior and Interior Plants      Lorenz Lawn & Landscaping Inc. d/b/a Lorenz Inc.      \$ 60,132.00

(Baltimore Convention Center)

**MWBOO SET GOALS OF 10% MBE AND 5% WBE.**

<b>MBE:</b>	4Evergreen Lawn Care	\$6,100.00	10%
<b>WBE:</b>	Fouts Lawn Care Corp.	\$3,100.00	5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. B50003996, Pneumatic Tire Forklifts      Eastern Lift Truck Co., Inc.      \$206,652.30

(Dept. of General Services - Fleet Mgmt. Division)

**MWBOO GRANTED A WAIVER.**



AGENDA

BOARD OF ESTIMATES

05/06/2015

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |             |         |
|---|-------------|---------|
| 1. MISSION MEDIA, LLC<br>Solicitation No. B50003825 - Develop & Design a<br>Communication Campaign - Baltimore City Health Department -<br>Req. No. R375347 | \$43,448.00 | Low Bid |
|---|-------------|---------|

The period of the award is May 1, 2015 through October 31, 2015.

- |  |        |         |
|--|--------|---------|
| 2. ALBAN TRACTOR CO. INC.<br>Contract No. B50003451 - Milling Machine Teeth - Department<br>of Transportation - Purchase Order No. P527172 | \$0.00 | Renewal |
|--|--------|---------|

On May 7, 2014, the Board approved the initial award in the amount of \$37,689.00. The award contained four 1-year renewal options. This renewal in the amount of \$0.00 is for the period May 7, 2015 through May 6, 2016 with three one-year renewal options remaining.

- |  |         |         |
|--|---------|---------|
| 3. MIDWEST MEDICAL<br>SUPPLY, L.L.C<br>Contract No. B50003256 - Various Medical Supplies - Health<br>Department - P.O. No. P527105 | \$ 0.00 | Renewal |
|--|---------|---------|

On April 30, 2014, the Board approved the initial award in the amount of \$63,018.00. The award contained three 1-year renewal options. This renewal in the amount of \$0.00 is for the period May 1, 2015 through April 30, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |    |  |              |         |
|----|--|--------------|---------|
| 4. | FASTENAL COMPANY<br>Contract No. B50002250 - Selected Restroom Supplies -<br>Department of General Services - P.O. No. P521012 | \$225,000.00 | Renewal |
|----|--|--------------|---------|

On June 13, 2012, the Board approved the initial award in the amount of \$169,492.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$225,000.00 is for the period June 13, 2015 through June 12, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |    |   |              |         |
|----|---|--------------|---------|
| 5. | HANSON PIPE & PRECAST<br>LLC, d/b/a PRICE BROTHERS<br>CO.<br>Contract No. B50003444 - Provide Concrete Pipe Adapters and<br>Accessories - Department of Public Works - P.O. No. P527223 | \$ 29,795.00 | Renewal |
|----|---|--------------|---------|

On May 7, 2014, the Board approved the initial award in the amount of \$29,795.00. The award contained two 1-year renewal options. This renewal in the amount of \$29,795.00 is for the period May 14, 2015 through May 13, 2016 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

- |    |  |              |         |
|----|--|--------------|---------|
| 6. | VULCAN INC.<br>Contract No. B50002385 - Aluminum Sheets - Department of<br>Transportation - P.O. No. P520379 | \$ 50,000.00 | Renewal |
|----|--|--------------|---------|

On June 6, 2012, the Board approved the initial award in the amount of \$57,505.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$50,000.00 is for the period June 6, 2015 through June 5, 2016, with one 1-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |                                 |              |         |
|---|---------------------------------|--------------|---------|
| 7.  | PLAYGROUND SPECIALISTS,<br>INC. | \$ 49,976.00 | Renewal |
| Contract No. B50003362 - Engineered Woodfiber for Various Playgrounds - Department of Recreation and Parks - P.O. No. P527096 |                                 |              |         |

On April 30, 2014, the Board approved the initial award in the amount of \$49,976.00. The award contained two 1-year renewal options. This renewal in the amount of \$49,976.00 is for the period April 30, 2015 through April 29, 2016, with one 1-year renewal option remaining.

- |   |   |             |         |
|---|---|-------------|---------|
| 8.  | HIGHER GROUND<br>TRANSPORTATION SERVICES,<br>INC. | \$85,000.00 | Renewal |
| Contract No. B50002253 - Provide Van Transportation for Infants and Toddlers Program - Health Department - P.O. No. P520136 |   |             |         |

On April 4, 2012, the Board approved the initial award in the amount of \$125,322.78. The award contained four 1-year renewal options. Subsequent actions have been approved. This third renewal in the amount of \$85,000.00 is for the period May 1, 2015 through April 30, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |  |   |              |           |
|--|---|--------------|-----------|
| 9.   | GERMAIN HOLDINGS, LLC<br>d/b/a OVERLEA CATERERS | \$150,000.00 | Extension |
| Contract No. B50001206 - Food Services for Eating Together in Baltimore Program - Health Department - Commission on Aging - P.O. No. P511359 |   |              |           |

On May 26, 2010, the Board approved the initial award in the amount of \$1,536,150.00. The award contained two 1-

AGENDA

BOARD OF ESTIMATES

05/06/2015

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

year renewal options. Both renewals have been exercised and subsequent actions have been approved. The contract expires on May 31, 2015, however, the agency is requesting the contract to be extended to allow the new contract to begin with the start of the Federal fiscal year, September 1, 2015. The period of the extension is June 1, 2015 through August 31, 2015. The above amount is the City's estimated requirement.

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

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Britt's Food Transport	12%	\$86,299.38	14.5%
<b>WBE:</b> Shalom Catering Corporation	7%	\$42,013.31	7.1%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

10. MJM INNOVATIONS

d/b/a MJ MANAGEMENT

SERVICES, LLC \$ 0.00 Extension

Contract No. B50001205 - Management Services for Eating Together in Baltimore Program - Health Department - Commission on Aging - P.O. No. P513722

On May 12, 2010, the Board approved the initial award in the amount of \$496,860.00. The award contained two 1-year renewal options. All renewals have been exercised. The current contract expires on May 31, 2015, however, the agency is requesting the contract to be extended to allow

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

Bureau of Purchases

the new contract to begin with the start of the Federal fiscal year, September 1, 2015. The period of the extension is June 1, 2015 through August 31, 2015. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 10% MBE AND 2% WBE.**

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Sue Ann's Office Supply Inc. Forum Caterers, Inc.	0.40%	\$ 2,168.73	0.5%
	Waiver Granted		
<b>WBE:</b> Curry Printing & Copy Center Jodi M. Stappler, CPA Staff Quest, Inc.	0.30%	\$ 698.54	0.14%
	2.01%	3,000.00	0.60%
	<b>2.30%</b>	<b>\$10,134.23</b>	<b>1.30%</b>
		<b>2.04%</b>	

**MWBOO FOUND VENDOR IN COMPLIANCE.**

11. MONUMENTAL VENDING

<u>INC.</u>	<u>Revenue Contract</u>	<u>Extension</u>
Contract No. BP 05135 - Coin Operated Cold Beverage Vending Service - Various - P.O. No. P525189		

On May 11, 2005, the Board approved the initial award with Aramark Refreshment Services, LLC currently known as Monumental Vending, Inc. On May 5, 2010, the Board approved the sole renewal. On September 25, 2013, the Board approved the Assignment. An extension is necessary so that both vending machine contracts (food and beverage) will

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

terminate on the same date. The period of the extension is May 11, 2015 through August 31, 2015.

**MWBOO GRANTED A WAIVER.**

- 12. CENTER FOR EMERGENCY  
 MEDICINE OF WESTERN  
 PENNSYLVANIA, INC., d/b/a  
STAT MEDEVAC \$1,238,405.00 Selected Source  
 Contract No. 06000 - Non-Emergent Air Transportation  
 Services - Health Department - Req. No. R684825

Non-Emergent Air Transportation Services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance costs for Maryland Medicaid Recipient will be paid by the Baltimore Health Department," through the Transportation Grants Program.

The State of Maryland must license all air ambulance service companies. The vendor is licensed by the State of Maryland. The DHMH protocol further states "This unit (Baltimore City Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved."

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.

**MWBOO GRANTED A WAIVER.**



**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Bureau of Water and Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an Agreement with the United States Geological Survey (USGS). The period of the Agreement is April 1, 2015 through September 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$116,500.00 - 2071-000000-5181-399800-603026

\$ 52,700.00 - 2070-000000-5181-399700-603026

\$ 2,150.00 - 2071-000000-5521-632620-603026

**BACKGROUND/EXPLANATION:**

The USGS will continue operation and maintenance of continuous record streamflow-gauging stations for 14 flow gauging stations from April 1, 2015 to September 30, 2015. The stations are located within Prettyboy, Loch Raven and Liberty Reservoir Watersheds and Moores Run and Stony Run in Baltimore City. Because the USGS's fiscal year does not align with the City's fiscal year, payment will need to be made over two fiscal years.

The USGS has been under contract to operate the City's Reservoir Stream Gauging Network since 1982. The data collected is used to estimate pollutant loadings and flow to the reservoirs and is vital to the City's Reservoir Management Program. The Moores Run Station is required under the National Pollution Discharge Elimination System Permit program and has been in service since 1995. The station on Stony Run will help the City monitor the effect of sanitary sewer discharges on receiving waters and document improvements to sanitary sewer infrastructure repairs



**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

BW&WW - cont'd

as required by the Consent Decree between the City and the U.S. Department of Justice.

**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**

**05/06/2015**

Department of Public Works - WC 1215 Sidewalk Restoration,  
Various Locations

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Final Payment in the amount of \$174,625.75 to P&J Contracting, Co. for work performed on WC 1215-Sidewalk Restoration, Various Locations.

**AMOUNT OF MONEY AND SOURCE:**

The amount of the Final Payment is \$174,625.75.

2071-000000-5521-608903-603026 81%

2071-000000-5521-608911-603026 9%

2071-000000-5521-604301-603026 10%

**BACKGROUND/EXPLANATION:**

Water Contract No. 1215 was awarded to P&J Contracting Co. on June 8, 2011. The Notice to Proceed was given from the Department of Public Works on September 1, 2011 and the contract completion date was November 27, 2013. Maintenance had a backlog of CSR's to complete work regarding street cuts and the locations were given to the contractor to resolve issues. During a routine audit of the project, it was confirmed that the construction estimate did not complete its process for payment. The Department apologizes for this oversight.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Public Works/Office - Agreement  
of Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with EMA, Inc., for W.C. 1326, SCADA/DCS Master Plan/Single Platform System. The period of the Agreement is effective upon Board approval for one year or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$293,087.32 - 9960-904546-9557-900020-703032  
Water Revenue Bonds (29.48%)  
  
204,007.86 - 9960-904546-9557-900020-703032  
Baltimore County (20.52%)  
  
221,704.45 - 9956-905546-9551-900020-703032  
Wastewater Revenue Bonds (22.30%)  
  
275,390.72 - 9956-905546-9551-900020-703032  
Baltimore County (27.70%)

**\$994,190.35**

**BACKGROUND/EXPLANATION:**

The Consultant will provide engineering services for the development of a master plan for the implementation of a single-platform Supervisory Control and Data Acquisition (SCADA) System for the Water, Wastewater, and Stormwater System throughout Baltimore City and the surrounding counties.

Under this agreement, the consultant will also provide recommendations associated with future operational, maintenance, and staffing needs for the SCADA System.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

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

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

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	Shah and Associates, Inc.	\$226,440.36	22.78%
	DM Enterprises of	48,882.20	4.91%
	Baltimore, LLC	<b>\$275,322.56</b>	<b>27.69%</b>
<b>WBE:</b>	Celadon Technologies, LLC	\$ 82,271.84	8.28%
	Infrastructure Tech-	41,669.00	4.19%
	nologies, LLC	<b>\$123,940.84</b>	<b>12.47%</b>

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

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$246,223.20	9960-910300-9558	
Counties	Constr. Reserve	
	Water Facilities	
353,776.80	" "	
Water Revenue		
Bonds		
<b>\$600,000.00</b>	-----	9960-904546-9557-3
		Design

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

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

\$267,600.00	9960-905533-9549	
Wastewater	Constr. Reserve	
Revenue	Annual Facilities	
Bonds	Improvement	
332,400.00	" "	
<u>Counties</u>		
<b>\$600,000.00</b>	-----	9956-905546-9551-3
		Design

The funds are required to assist in funding the award WC 1326, SCADA/DCS Master Plan/Single Platform.

(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**

**05/06/2015**

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. 004 to EMA, Inc., under Project 1176, On-Call Process Control and SCADA Engineering, PCS Standards and Transition Support.

**AMOUNT OF MONEY AND SOURCE:**

\$562,706.00 - 9960-905647-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Consultant will perform an evaluation of water meters 3-inches and larger to assess existing conditions of the meter and meter vault, identify potential issues associated with either, and provide the City with documentation of meter/vault conditions and recommendations for any corrections. This evaluation will provide important information for the Department of Public Works' Asset Management Division and also provide valuable feedback to assist in the AMI/R Water Meter Installation project.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

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. 040 to Rummel, Klepper & Kahl, LLP (RK&K), under Project 1301, On Call Project and Construction Management Assistance.

**AMOUNT OF MONEY AND SOURCE:**

(\$83,764.32) - 9955-905545-9551-900020-705032

**BACKGROUND/EXPLANATION:**

This is a credit of unused funds from Task 025, Sanitary Contract 915 that expired October 29, 2014. The credit will increase the agreement upset limit and allow other tasks to be developed.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Public Works/Office - Agreement  
of Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with M.E. Simpson Co., Inc. for Project No. 1213, WC 1320, Water Distribution System Monitoring. The period of the Agreement is 24 months or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$266,650.40 - Baltimore City  
266,650.40 - Baltimore County  
**\$533,300.80** - 2071-000000-5521-393204-603008

**BACKGROUND/EXPLANATION:**

M.E. Simpson Co., Inc. will perform meter testing and calibration at each meter location, install the remote telemetry units and develop, document and deliver procedures for collection and management of data that will be reported as a result of this project. M.E. Simpson Co., Inc. will provide training to the City staff in various applications and procedures and provide continued technical support and quality control for hardware and data management. This work will lead to more accurate monitoring and recording of water production and distribution.

**MBE/WBE PARTICIATION:**

<b>MBE:</b> Riviera Enterprises, Inc.	\$74,751.93	14%
<b>WBE:</b> Ross Technical Services, Inc.	\$26,669.91	5%



**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

DPW/Office of Eng. & Constr. - cont'd

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Public Works/Office - Full Release of Retainage  
of Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Full Release of Retainage Agreement to Ulliman Schutte Construction, LLC., for Sanitary Contract No. 915, Improvements to PST No. 11 at the Back River Waste Water Treatment Plant.

**AMOUNT OF MONEY AND SOURCE:**

\$37,176.25 - 9956-905545-9551-000000-200001

**BACKGROUND/EXPLANATION:**

Ulliman Schutte Construction LLC was granted conditional acceptance of SC 915 on October 28, 2014. The contractor has accordingly requested a final release of retainage for \$37,176.25.

**MWBOO HAS APPROVED THE RELEASE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Full Release of Retainage Agreement and consent of surety has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Public Works/Office - Agreement  
of Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Whitman, Requardt & Associates, LLP, for Project 1180.5, Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2013 (WC 1290, WC 1291, and WC 1292). The period of the Agreement is effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$431,328.64 - 9960-903621-9557-900020-703032  
(WC 1290)

302,591.00 - 9960-907744-9557-900020-703032  
Baltimore City - 54.29%  
Baltimore County - 45.71% (WC 1291)

195,643.18 - 9960-908745-9557-900020-703032  
Baltimore City - 42.73%  
Baltimore County - 57.27% (WC 1292)

**\$929,562.82**

**BACKGROUND/EXPLANATION:**

The Consultant will provide water main design and engineering services related to the existing water infrastructure that has been identified by the City at various locations for replacement and/or rehabilitation. The scope of work includes preparation of contract documents including plans, specifications, cost estimates, permit applications, community outreach meetings, right of ways, etc. The Consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Award Commission.

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

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

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	Sabra, Wang & Associates, Inc.	\$129,574.66	13.94%
	Bryant Associates	<u>130,784.93</u>	<u>14.07%</u>
		<b>\$260,359.59</b>	<b>28.01%</b>
<b>WBE:</b>	The Robert B. Balter Co.	\$ 27,016.82	2.90%
	Site Resources, Inc.	<u>65,518.52</u>	<u>7.04%</u>
		<b>\$ 92,535.34</b>	<b>9.94%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$525,000.00</b>	9960-909100-9558	
Water Revenue		
Bonds		
\$431,328.67	-----	9960-903621-9557-3
		Engineering
<u>93,671.33</u>	-----	9960-903621-9557-9
<b>\$525,000.00</b>		Administration

AGENDA

BOARD OF ESTIMATES

05/06/2015

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

\$106,825.00	9960-909100-9558	
Wastewater		
Revenue Bonds		
143,175.00	" "	
County		
<u>\$250,000.00</u>		
\$195,643.20	-----	9960-908745-9557-3
		Engineering
54,356.80	-----	9960-908745-9557-9
<u>\$250,000.00</u>		Administration
\$217,600.00	9960-909100-9558	
Water Revenue		
Bonds		
182,400.00	" "	
County		
<u>\$400,000.00</u>		
\$302,591.02	-----	9960-907744-9557-3
		Engineering
97,408.98	-----	9960-907744-9557-9
<u>\$400,000.00</u>		Administration

The transfer will cover the cost of Project 1180.5, for WC 1290, WC 1291, and WC 1292, Small Water Main Replacement & Rehabilitation Design at Various Locations.

(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**

**05/06/2015**

Baltimore Development Corporation - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Hamilton-Lauraville Main Street, Inc., Developer, for the lease and redevelopment of a City-owned property at 4500-4504 Harford Road (Block 5342, Lot 001). The period of the lease is effective upon Board approval through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$12.00 per year for the first five years of the lease.

**BACKGROUND/EXPLANATION:**

The Developer seeks to lease the property for the purpose of developing a retail and culinary business incubator and commercial kitchen as well as expand their weekly farmers market (the Project). The Project will be completed in three phases beginning with immediate structural repairs to the existing 1,736 sq. ft. building on the property and concluding with the construction of a community kitchen and incubator space in the third and final phase.

After the fifth anniversary or the lease commencement date, any gross revenue less operating costs exceeding \$50,000.00 will trigger a profit sharing provision in which the Developer will share in the revenue with the City. In addition, the Developer will have the option to purchase the property upon successful completion of all three phases of development for the proposed purchase price of \$100,000.00.

**MBE/WBE PARTICIPATION:**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Baltimore Development - Second Amendment to Land  
Corporation (BDC)                      Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Second Amendment to the Land Disposition Agreement (LDA) with Historic Pigtown Development II, LLC.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The original LDA approved by the Board of Estimates in 2011 included the contiguous properties from 925-937 Washington Blvd. Under that agreement, the vacant properties at 929, 931, and 937 Washington Blvd. were demolished.

This amendment will allow the Developer to demolish the vacant homes at 925 and 927 Washington Blvd., require the Developer to resurface and fence the entire lot from 925-937 Washington Boulevard, and shorten the existing deadline for the Developer to redevelop the property to December 31, 2019. This amendment will facilitate the reduction of blight on a prominent corner in the Pigtown Main Street commercial corridor.

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Mayor's Office of Employee - TRANSFER OF LIFE-TO-DATE  
Development                      SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employee to the designated employee, LaKeia Funderburk.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Jonathan Hamlet	5
Marvin McKenstry	1
Bennett Swain	2
Stanley F. Smith	2
Edith Brown-Johnson	5
Timothy D. Johnson	5
Gloria W. Forrest	<u>3</u>
	<b>23</b>

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**



**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Baltimore Police Department - Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Agreement with the Baltimore Child Abuse Center (BCAC), Inc. The period of the Memorandum of Agreement is January 1, 2015 through December 31, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$26,566.37 - 1001-000000-2021-212800-603013

**BACKGROUND/EXPLANATION:**

On February 2, 2005, the Board approved the MOU with BCAC. Under the MOU, the Department's Child Abuse Unit uses 5,500 sq. ft. of office space rent-free at 2300 North Charles Street, which represents 25% of the building space. The BCAC is requesting the Department pay 25% of the utilities for the building. The estimated annual utility cost for the building is \$106,265.47, making the Department's share of the cost \$26,566.37.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Finance - Indemnification of Officers and  
Directors of Certain Quasi-Public  
Corporations and Entities

**ACTION REQUESTED OF B/E:**

The Board is requested to adopt the 2015 Resolution of the Board for Indemnification of Officers and Directors of Certain Quasi-Public Corporations and Entities. The period of the Resolution is effective upon Board approval for five years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Baltimore City has in recent years assisted in the creation of certain non-profit corporations and related entities (hereinafter collectively "Corporations") whose purpose is to perform various and sundry functions promoting the general welfare of the citizens of Baltimore. Because of the prohibitive cost, most of these corporations have found it impossible to acquire liability insurance for officers, directors, and employees. This created a situation in which it was difficult to obtain the services of persons to serve as officers, directors, and employees. In order to address this problem, the Board of Estimates has in previous years adopted Resolutions to indemnify the aforesaid individuals. On May 5, 2010, the Board last adopted a Resolution for a period of five years.

**RESOLUTION OF THE BOARD OF ESTIMATES**

**OF THE**

**CITY OF BALTIMORE**

**WHEREAS**, the Mayor and City Council of Baltimore has in recent years encouraged and assisted in the creation of certain non-profit corporations and related entities (herein called "non-profit corporations"), and

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Finance - cont'd

**WHEREAS**, these non-profit corporations perform various and sundry functions which promote the general public welfare of the citizens of the City of Baltimore in those areas where such non-profit corporations undertake to act, and

**WHEREAS**, certain of these non-profit corporations found it too expensive to purchase liability insurance at a reasonable cost, which insurance would protect the directors, officers and employees of such non-profit corporations from liability for negligence in the performance of their duties for the corporations, and

**WHEREAS**, the Mayor and City Council of Baltimore has for many years, by a Resolution of the Board of Estimates (Board), indemnified officials and employees of the City of Baltimore from monetary loss sustained by them due to acts of negligence while working within the scope of their employment, and

**WHEREAS**, under the circumstances herein recited it will be difficult to obtain the services of such non-profit corporations unless they are indemnified from any monetary loss sustained by them due to acts of negligence in the performance of their duties for the corporation, and

**WHEREAS**, in order that the citizens of the City of Baltimore may continue to enjoy the benefits of the work performed and services rendered by such non-profit corporations, it is necessary that the Mayor and City Council of Baltimore indemnify the directors, officers and employees of such non-profit corporations from monetary loss sustained by them due to acts of negligence as aforesaid, and

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Finance - cont'd

**WHEREAS**, the Board has previously adopted similar Resolutions, the last such Resolution being adopted on May 5, 2010, for a term of five years, and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ESTIMATES OF BALTIMORE CITY** That it be the policy of the Board that the Mayor and City Council of Baltimore shall indemnify and save harmless the directors, officers and employees of the non-profit corporations listed below from monetary loss sustained by them due to acts of negligence while in the performance of their duties as directors, officers and employees of said non-profit corporations, but only when and to the extent that the law defines such indemnifications. In the event that during the term of this Resolution, any of the said corporations carries insurance to indemnify and/or save harmless the directors, officers, and employees of the said corporations then the coverage herein provided shall automatically terminate. The indemnification hereby conferred, unless renewed by the express action of the Board, shall expire at the end of five years from the date of its adoption for incidents occurring after the expiration thereof. Further, this Resolution shall be subject to such changes and amendments as may be deemed desirable to bring it in conformity with any law that may be adopted related to the subject matter hereof.

The non-profit corporations to whom this indemnification shall apply are as follows:

**Baltimore City Foundation, Inc.**  
**Baltimore City Parking Authority**  
**Baltimore Community Lending, Inc.**  
**Baltimore Healthy Start, Inc.**  
**Baltimore Public Markets Corporation**  
**Baltimore Public Works Museum, Inc.**  
**CREO, Inc.**  
**Emerging Technology Center, Inc.**  
**Lexington Market, Inc.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Finance - cont'd

It is intended that this Resolution shall take effect upon approval.

(The 2015 Resolution of the Board for Indemnification of Officers and Directors of Certain Quasi-Public Corporations and Entities has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Human Resources - Personnel Matter

The Board is requested to approve the Personnel matter below:

Baltimore City Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>ORBIE R. SHIVLEY</b>	\$25.00	<b>\$425.00</b>

Account: 1001-000000-2401-258300-601009

Mr. Shivley will serve as a Contract Services Specialist II (Member of the Animal Hearing Panel) to provide for the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Health Code. Any hearing pertaining to the determination of whether an animal is a dangerous or vicious animal requires the presence of 3 members of the Panel. He will be responsible for providing notices of hearings in writing to the aggrieved party, and interested party, and the Office at least 5 days before hearing, attending hearings as scheduled by the Chairperson of the panel, conducting the hearings in an orderly, but informal manner, ensuring procedural due process in accordance with Panel Hearing Procedure Regulations, and obtaining all relevant evidence pertaining to the issues involved at the hearings, etc.

**THE PERSONNEL MATTER HAS BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

Department of Housing and Community Development (DHCD) - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment No. 1 to Agreement with Healthy Neighborhoods, Inc. The amendment will extend the period through September 6, 2015.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On November 6, 2013, the Board approved a Grant Agreement between Healthy Neighborhoods, Inc. (HNI) in the amount of \$690,000.00. Funds are supporting HNI's efforts in the City's designated Healthy Neighborhoods. The Agreement expires on May 6, 2015.

The Agreement includes funds for neighborhood-based capital projects that help build curb appeal and enhance value. The HNI and its community partners had anticipated that these projects would be complete prior to the May 6, 2015 termination date. Inclement weather, including snow in March delayed the completion of these projects.

**MBE/WBE PARTICIPATION:**

The HNI has previously signed the Commitment to Comply.

**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

05/06/2015

TRAVEL REQUEST

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Circuit Court for Baltimore City</u>			
1. Kevin G. Amado, Sr.	Professional in Pretrial Services Assn. 35 <sup>th</sup> Conf. Pensacola Beach, FL Aug. 2 - 7, 2015 (Reg. Fee \$275.00)	FY'15 Alcohol & Drug Treat- ment Block Grant/ State Funds	\$2,578.93

The subsistence rate for this location is \$167.00 per day. The hotel cost is \$189.00 per night plus hotel tax of \$37.50 per night.

The Department is requesting additional subsistence of \$22.00 per night for the hotel cost and \$40.00 per day for meals and incidentals. The registration of \$275.00 was prepaid by EA 000163096. The amount to be disbursed to Mr. Amado is \$2,303.93.



**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Housing and Community Development</u>			
2. James Hicks	NeighborWorks Training Institute Washington, DC Dec. 7 - 12, 2014	CDBG Federal	\$ 166.57

Mr. Hicks attended the Neighborhood Training Institute December 7 - 12, 2014. The subsistence rate for this location is \$248.00 per day. The expense statement with supporting document was originally submitted in October 2014. The expense statement was returned to the wrong agency before his travel in December 2014 with additional clarification for the travel date of December 7, 2014.

The Administrative Manual 240-3, establishes that a travel form and approval from the Board of Estimates be completed at least 30 calendar days before travel. The Board also must take action on a Travel Request, if the travel includes a weekend day.

**TRAVEL REIMBURSEMENT**

\$ 9.22 - Meal on 12/07/14  
 140.60 - Meals on 12/08/14 - 12/12/14  
 14.00 - Round trip DC Marc Train  
 2.75 - DC Metro Subway  
\$166.57

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
3. Donald Salamone	All American Amateur Baseball Association Orlando, FL. Feb. 26 - Mar. 1, 2015	Baseball Funds	\$ 144.00

On February 11, 2015, the Board approved travel for three nights subsistence for Mr. Salamone to attend the All American Amateur Baseball Association 2015 Annual Meeting in Orlando, FL., on February 27 through March 1, 2015. The subsistence rate for this location was \$171.00 per night. Due to inclement weather, scheduled flights at BWI were cancelled which caused Mr. Salamone to stay two additional nights in Florida at his own expense.

Therefore, the Department is seeking approval to reimburse Mr. Salamone \$144.00 for the out-of-pocket expenses as a result of the unforeseen additional two nights in Florida.

**TRAVEL REIMBURSEMENT**

\$128.00 - Hotel (\$64.00 x 2)
8.32 - State Occupancy Tax (\$4.16 x 2)
7.68 - Occupancy Sales Tax (\$3.84 x 2)
<b><u>\$144.00</u></b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/06/2015**

**PROPOSALS AND SPECIFICATIONS**

1. Department of General Services - GS 15807, Structural Repairs  
to Four Firehouses  
**BIDS TO BE RECV'D: 06/10/2015**  
**BIDS TO BE OPENED: 06/10/2015**
  
2. Department of General Services - GS 15813, MECU Building  
Envelope Improvements  
**BIDS TO BE RECV'D: 06/10/2015**  
**BIDS TO BE OPENED: 06/10/2015**

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**