

**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 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., in 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](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 - APRIL 24, 2019

### 1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

AB Construction, Inc.	\$ 8,000,000.00
Clyde McHenry, Inc.	\$ 8,000,000.00
Cole Roofing Company, Inc.	\$ 8,000,000.00
Edwin A. & John O. Crandell, Inc.	\$ 8,000,000.00
Joseph Dugan, Inc.	\$ 8,000,000.00
Nichols Contracting, Inc.	\$ 8,000,000.00
Optimum Controls Corporation	\$ 8,000,000.00

### 2. Prequalification of Architects and Engineers

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

Alta Planning & Design, Inc.	Landscape Architect Engineer
Bayland Consultants & Designers, Inc.	Engineer
Cannon Design	Architect
George, Miles & Buhr, LLC	Engineer
JRS Architects, Inc.	Architect

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Real Estate - Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize renewal of the Lease Agreement with IDAC Tailgate, LLC, Tenant, for the rental of the property known as 1652 Union Avenue (Block 3752, Lot 27A), consisting of 1.056 acres. The period of the Lease Agreement Renewal is September 1, 2020 through August 31, 2025 with the option to renew for two five-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Monthly Installments</u>
\$19,965.00	\$1,664.75

**BACKGROUND/EXPLANATION:**

On September 1, 2010, the Board approved the original lease agreement for the period of September 1, 2010 through August 31, 2015, with the option to renew for three five-year periods.

The Board approved the 1<sup>st</sup> renewal option on February 4, 2015. The 1<sup>st</sup> renewal was for the period of September 1, 2015 through August 31, 2020, with two five-year renewal options. IDAC Tailgate, LLC has exercised two of the three renewal options.

All other rentals, conditions and provisions of the Lease Agreement dated September 1, 2010 will remain in full force and effect.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize of the Lease Agreement with Meraki Community Uplift, Inc., Tenant, for the rental of a portion of the property known as 1400 E. Federal Street, consisting of 499 sq. ft., being on the 1<sup>st</sup> floor. The period of the Lease Agreement is April 1, 2018 through June 30, 2019 with the option to renew for two one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Monthly Installments</u>
\$4,559.60	\$303.97

**BACKGROUND/EXPLANATION:**

The space is being used for community services, Monday through Saturday from 9:00 A.M. to 9:00 P.M.

The City will correct and bear all expenses of any building structural defects, maintain interior and exterior of the building, including the ventilating & heating systems, all water supply lines except for damage caused by the Tenant. The City will also furnish all utilities, including electric power, heat, sewer, a/c, water and other utilities charges and will keep sidewalk clear of ice, snow and debris, provide janitorial services, and security monitoring.

The Tenant accepts the space "as is". The Tenant will remove trash outside its door and the City will pick up trash. The Tenant will keep the leased premises in good order and condition and secure necessary licenses and pay costs associated with telephone service, internet and computers. The Tenant will also provide for any improvements of the leased premises at its sole cost and expense with written approval from the City.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Space Utilization Committee - cont'd

The Lease Agreement is late because of delays in obtaining the Tenant's signature.

The Space Utilization Committee approved this Lease Agreement on February 21, 2019.

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Out For Justice, Inc., Tenant, for the rental of a portion of the property known as 1400 E. Federal Street, consisting of 713 sq. ft. The period of the Lease Agreement is April 1, 2018 through June 30, 2019 with the option to renew for two one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annual</u>	<u>Monthly Installments</u>
Year 1	\$6,515.05	\$434.34

**BACKGROUND/EXPLANATION:**

The space is being used for community services, Monday thru Friday and occasional Saturday, from 9:00 A.M. to 5:00 P.M.

The City will correct and bear all expenses of any building structural defects, maintain interior and exterior of the building, including the ventilating and heating systems, and all water supply lines except for damage caused by the Tenant. The City will also furnish all utilities, including electric power, heat, sewer, a/c, water and other utilities charges and will keep the sidewalk clear of ice, snow and debris, provide janitorial services, and security monitoring.

The Tenant accepts the space "as is", they will remove trash outside its door and the City will pick up trash. The Tenant will keep leased premises in good order and condition and secure necessary licenses, pay costs associated with telephone, internet and computers. The Tenant will also provide for any improvements of the leased premises at its sole cost and expense with written approval from the City.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Space Utilization Committee - cont'd

The Lease Agreement is late because of delays in obtaining the Tenant's signature.

The Space Utilization Committee approved this Lease Agreement on February 26, 2019.

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the transient and the monthly market rates at the City-owned Caroline Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore’s parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City’s parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rate charged at the Caroline Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

Caroline Street Garage Transient Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 2 hours to be combined with up to 3 hours	\$10.00	\$11.00	February 2018
Up to 4 hours to be combined with up to 5 hours	\$12.00	\$13.00	February 2018



**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Parking Authority - cont'd

Caroline Street Garage Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market	\$140.00	\$145.00	November 2017

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the monthly market rate at the City-owned Marina Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the monthly market rate charged at the Marina Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

Marina Garage Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$110.00	\$115.00	January 2012

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations for food and supplies from local individuals, businesses, civic leaders, the foundation community and the general public to hold a community and musical event in partnership with the Baltimore Symphony Musicians in O'Donnell Heights on May 18, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

City on a Hill Improvement Association (CHIA) and the O'Donnell Heights Tenant Council would like to host a community and musical event in O'Donnell Heights on May 18, 2019. This event would be in partnership with the First District City Council Office and the Baltimore Symphony Musicians. Recently, the community was left shaken after a shooting took place near Graceland Park-O'Donnell Heights Elementary School. The purpose of this event would be to build a sense of community amongst the different neighborhoods by collaborating on this event. It will celebrate the history and highlight the beauty of this resilient community. The funds that will be raised for this event will go towards food, activities, and supplies.

Office of the City Council - cont'd

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Mayor's office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is April 1, 2019 through March 31, 2020, unless otherwise indicated.

1. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC. \$1,431,909.48**

Account: 4000-407018-3571-757510-603051

Behavioral Health System Baltimore, Inc. will utilize the funds to provide rental assistance and support services to 110 formerly homeless households. The overarching goals of the project include increasing housing stability, skills and/or income, and enhancing self-determination.

**MWBOO GRANTED A WAIVER.**

2. **AT JACOB'S WELL, INC. \$ 238,091.00**

Account: 4000-407018-3571-757401-603051

At Jacob's Well, Inc. will utilize the funds to provide rental assistance and support services to 18 formerly homeless households. The overarching goals of the project include, increasing housing stability, skills and/or income, and enhancing self-determination. Case management services are available to all participants served by the project.

**MWBOO GRANTED A WAIVER.**

The agreements are late because of a delay in announcement of the Continuum of Care grant award.

3. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION \$ 99,278.50**

Account: 4000-407018-3573-757800-603051

Govans Ecumenical Development Corporation will utilize the funds to provide support services to approximately 59

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

MOHS - cont'd

formerly homeless households. The funds will be utilized to operate Harford House and Micah House, part of the GEDCO's homeless services program. The period of the agreement is June 1, 2019 through May 31, 2020.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Mayor's Office of Employment - Memorandum of Understanding  
Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding with Maryland State Department of Human Services/Baltimore City Department of Social Services. The period of the Memorandum of Understanding (MOU) will commence on July 1, 2019 and will continue until services are completed, not later than December 31, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00  
2,000,000.00  
2,000,000.00  
**\$6,000,000.00** - 4000-809620-6397-456000-404001

**BACKGROUND/EXPLANATION:**

The purpose of this Agreement is to provide funding for the Youthworks Summer Jobs Program. This program will provide summer employment and training opportunities to eligible Baltimore City residents between the ages of fourteen (14) and twenty-one (21). These opportunities will include work experiences with private sector, non-profit, and City and State government employers throughout Baltimore.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Environmental Control Board - Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation.

**AMOUNT OF MONEY AND SOURCE:**

\$79,000.00 - 1001-000000-1170-769300-603050

**BACKGROUND/EXPLANATION:**

The Environmental Control Board will transfer funds to the Baltimore City Foundation for the BMORE Beautiful Care-A-Lot Youth Program in order to provide grants to Baltimore neighborhoods and youth participants working to maintain identified vacant lots within their community.

The funds will be dispersed to participating community organizations and youth participants based on invoiced maintenance work completed.

**APPROVED FOR FUNDS BY FINANCE**



**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of General Services - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 001 to Johnson, Mirmiran & Thompson, Inc., under Project No. 1805, Roland Park Water Tower Renovation Design. The period of the services under Task No. 001 is approximately 32 months.

**AMOUNT OF MONEY AND SOURCE:**

\$100,499.98 - 2071-000000-5521-397923-603026

**BACKGROUND/EXPLANATION:**

Under this task, Johnson, Mirmiran & Thompson, Inc. will provide design, bid phase, and post award services for the renovation of the Roland Park Water Tower. The original agreement expiration date is January 15, 2023.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> JRS Architects	\$18,900.00	18.81%
<b>WBE:</b> Albrecht Engineering	\$19,900.00	19.00%

**THIS EAR WAS APPROVED BY MWBOO ON MARCH 11, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Baltimore City Convention Center - Non-Construction Consultant  
(BCCC) Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Non-Construction Consultant Agreement (Agreement) with The Bigelow Companies, Inc. The agreement is effective upon Board approval for 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$32,500.00 - 1001-000000-5311-391300-603026

**BACKGROUND/EXPLANATION:**

The BCCC's contract for food and beverage services is expiring on December 31, 2019. A Consultant is needed throughout the procurement process of the new contract. The Baltimore City Convention Center's food and beverage services were last open for bid 10 years ago and a Consultant was engaged to provide similar services.

The purpose of the Agreement is to secure a Consultant is to assist in preparing a Request for Proposals (RFP) to solicit responses from food service businesses, to evaluate proposals submitted and thereafter to assist in the selection of a food service contractor for the Center.

This project consists of nine phases. The first two phases are fact finding to review the BCCC's goals and objectives, and to analyze the past contract. Phases three through seven are the write-up of the RFP, the distribution of the RFP, and the evaluations of the responses. The final two phases are the negotiations and assisting the City's Law Department with the contract. The total cost of the nine phases is \$26,500.00. The travel to site is extra and it includes but not limited to, the travel, lodging, meals, and parking, estimated at \$6,000.00.

Of the three companies that submitted proposals for consultation services, The Bigelow Companies, Inc. was chosen. It had the lowest fee and the most thorough proposal. The Bigelow Companies, Inc.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Baltimore City Convention Center - cont'd

has provided food and beverage consulting to convention centers, stadiums, arenas, and performing arts centers since 1988 and has served well over 400 public venues across the globe. The Bigelow Companies, Inc. is registered to do business in the State of Maryland and is in good standing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

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The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreements. The period of the agreement is July 1, 2018 through June 30, 2019.

1. **LIVING CLASSROOMS FOUNDATION, INC.**                      **\$100,000.00**  
    **(LCF)**

Account: 2089-208919-5930-424934-603051

Living Classrooms Foundation, Inc. will provide CDBG funding to subsidize subgrantee's operating costs. The LCF Adult Resource Center will provide workforce development services which include work readiness, life skills, and financial literacy workshops to residents of Pleasant View Gardens, Perkins, Douglas, Latrobe Homes and Albemarle Square public housing.

**MWBOO GRANTED A WAIVER.**

2. **LIVING CLASSROOMS FOUNDATION, INC.**                      **\$450,000.00**  
    **(LCF)**

Account: 2089-208919-5930-424964-603051

Living Classrooms Foundation, Inc. under this Agreement, will train Project SERVE members in carpentry and construction skills while cleaning and occasionally boarding a minimum of 4,000 vacant properties within predetermined eligible code enforcement areas of the City under the direction and control of the Department of Public Work's Bureau of Solid Waste. The Department of Public Works will provide all service requests to LCF and will oversee each completed service request for satisfactory compliance with City procedures and codes.

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$23,334.00.**

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

DHCD - cont'd

**MBE:** \$6,302.88

**WBE:** \$2,334.40

On August 8, 2018, 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 2018 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

The Department began negotiating and processing the CDBG agreements effective July 1, 2018 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

AGENDA

BOARD OF ESTIMATES

4/24/2019

PERSONNEL MATTERS

\* \* \* \* \*

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

22 - 47

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

4/24/2019

PERSONNEL

Environmental Control Board

1. Reclassify the following filled position:

Position No.: 49549

From: Liaison Officer I  
 Job Code: 31420  
 Grade: 090 (\$47,604.00 - \$57,857.00)

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

Cost: \$7,750.56 - 1001-000000-1171-138600-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
2. <b>ERIKA M. McCLAMMY</b>	\$90.00	<b>\$76,950.00</b>

Account: 1000-000000-1170-138600-601009

Ms. McClammy will continue to work as a Contract Services Specialist II. Her duties will include but are not limited to conducting hearings to make preliminary determinations as to whether citations issued by the City enforcement officers comply with the Code, the ECB rules and relevant court decisions. Said hearings will be conducted under oath, requiring testimony and the presentation of evidence by City enforcement officers, respondents and other witnesses. The Hearing Officer will enter her findings into the ECB database during the course of the hearing or immediately thereafter. The period of the agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
3. <b>LINDA LYNN BATTS</b>	\$48.07	<b>\$100,000.00</b>

Account: 2070-000000-5531-398600-603026

Ms. Batts will work as a Contract Services Specialist II. Her duties will include but are not limited to; developing innovative solutions and workplace models that afford growth and development and equip employees with the skills to deliver services in the Department of Public Works environment today while preparing them for the DPW of the future (i.e. examining the Army Corp of Engineers succession planning framework and partnering with them on DPW's like positions). She will also work with leaders and employees across all lines of business to identify factors that will sustain a culture of high performance and develop engagement, retention and succession planning initiatives for the most critical positions. She will implement effective mentoring and coaching programs, establish improved performance management systems and evaluate and address factors that impact turnover. She will also work with City stakeholders across the City government on equity program operations. The period of the agreement is effective upon Board approval for one year.

Department of Finance

4. Reclassify the following position:

Position No.: 12477

Classification: Operations Officer II

Job Code: 00086

Grade: 927 (\$64,505.00 - \$103,208.00)



AGENDA

BOARD OF ESTIMATES

4/24/2019

PERSONNEL

Department of Finance - cont'd

To: Program Compliance Officer I  
Job Code: 31507  
Grade: 087 (\$42,131.00 - \$50,927.00)

Cost Savings: (\$12,374.00)

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

5. Reclassify the following filled position:

Position No.: 12475

From: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$73,868.00 - \$118,085.00)

Costs: \$6,919.00 - 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 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
6. <b>CLEMENT RULEY, JR.</b>	\$44.47	<b>\$25,481.31</b>

Account: 1001-000000-1423-160800-601009

Mr. Ruley, retiree, will continue to work as Contract Services Specialist I. He will be responsible for preparing financial statements for principal agencies that are required by the

AGENDA

BOARD OF ESTIMATES

4/24/2019

PERSONNEL

Department of Finance - cont'd

City Charter to undergo Biennial audits, and preparing the City's annual Comprehensive Annual Financial Report. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

**THE DEPARTMENT OF FINANCE IS REQUESTING A WAIVER OF THE HOURLY RATE PORTION OF THE AM 212-1, PART 1.**

Department of General Services

7. Classify the following position:

Position No.: 51955

Classification: New Position

Job Code: 90000

Grade: 900 (\$1-\$204,000.00)

To: Building Repair

Job Code: 53111

Grade: 429 (\$34,080.00 - \$37,543.00)

Cost: \$55,170.00 - 2029-000000-1982-192500-601001

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

8. Classify the following position:

Position No.: 52323

Classification: New Position

Job Code: 90000

Grade: 900 (\$1-\$204,000.00)

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Department of General Services - cont'd

To: Operations Assistant I  
Job Code: 31104  
Grade: 902 (\$42,552.00 - \$68,042.00)

Cost: \$82,372.00 - 2029-000000-1982-750800-601001

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

9. Reclassify the following position:

Position No.: 20118

From: Utility Aide  
Job Code: 52951  
Grade: 422 (\$30,279.00 - \$31,774.00)

To: Building Project Coordinator  
Job Code: 72492  
Grade: 932 (\$54,044.00 - \$65,897.00)

Cost: \$32,075.00 - 2029-000000-1982-193500-601001

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

	<u>Rate of Pay</u>	<u>Amount</u>
10. <b>VERDELL MAYNOR</b>	\$32.63	<b>\$61,997.00</b>

Account: 2029-000000-1982-709500-601009

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Department of General Services - cont'd

Ms. Maynor will work as a Contract Services Specialist II. Her duties will include but are not limited to evaluating requests for and making recommendations on the cleaning and custodial maintenance of City-owned buildings and grounds. She will also review, communicate and enforce custodial contracts per specifications/details, receive, critique and expedite processing of cost estimates, and determine length of time necessary to complete project and review scope of work. Inspect the work of contractors to ensure compliance with plans and specifications, conduct progress meetings and determine corrective actions necessary to solve problems, field complaints from DGS owned City building occupants and building maintenance supervisors and work with support of superintendents to address issues, confirm quality of contract work completed and complete vendor performance reports in CitiBuy, generate performance records detailing monthly performance actuals and submit periodic status reports. The period of the agreement is effective upon Board approval for one year.

Health Department

Create the following position:

11. Classification: Program Compliance Officer II  
Job Code: 31502  
Grade: 927 (\$64,505.00 - \$103,208.00)  
Position No.: To be assigned by BBMR

Cost: \$92,868.41 - 4000-499018-3023-513200-601001

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Health Department - cont'd

Create the following position:

12. Classification: Operations Manager II  
Job Code: 31115  
Grade: 942 (\$90,619.00 - \$149,401.00)  
Position No.: To be assigned by BBMR  
  
Cost: \$126,046.79 - 1001-000000-3150-307700-601001

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

Create the following position:

13. Classification: Health Program Administrator I  
Job Code: 61111  
Grade: 923 (\$60,655.00 - \$97,277.00)  
Position No.: To be assigned by BBMR  
  
Cost: \$89,088.82 - 1001-000000-3070-286400-601001

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

Create the following position:

14. Classification: Laboratory Assistant II  
Job Code: 71512  
Grade: 428 (\$33,409.00 - \$36,337.00)  
Position No.: To be assigned by BBMR  
  
Cost: \$53,645.99 - 5000-569719-3023-273305-601001

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Health Department - cont'd

Create the following position:

15. Classification: Health Program Administrator II  
Job Code: 61113  
Grade: 927 (\$64,505.00 - \$103,208.00)  
Position No.: To be assigned by BBMR

Cost: \$92,998.82 - 4000-499019-3023-513200-601001

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

16. Reclassify the following vacant position:

Position No.: 33407

From: Office Support Specialist III  
Job Code: 33213  
Grade: 078 (\$31,488.00 - \$36,312.00)

To: HR Assistant II  
Job Code: 33683  
Grade: 085 (\$38,926.00 - \$46,904.00)

Costs: \$11,766.97 - 1001-000000-3001-262600-601001

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
17. <b>CAROLYN GRANT</b>	\$20.36	<b>\$4,582.00</b>

Account: 5000-525719-3100-295900-601009

Ms. Grant, retiree, will work as a Contract Services Specialist I. She will be responsible for gathering pre-examination information for patient case history and assessing the patient's needs for appointment scheduling, obtaining information from patients for billing purposes, entering medical registration and encounter data into a computerized medical data base, and completing patient invoice forms for patients and third party insurers. Ms. Grant will prepare the examining area for patient examination, collect laboratory specimens and complete laboratory slips, perform CPR/First Aid and respond to emergencies, and perform medication administration in accordance with program and Maryland Board of Nursing guidelines. This salary is in compliance with the AM 212-1, Part I. The period of the agreement is April 24, 2019 through June 30, 2019.

18. <b>ANGELA BURDEN</b>	\$44.31	<b>\$8,374.59</b>
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Account: 4000-499919-3080-294200-601009

Ms. Burden, retiree, will work as a Contract Services Specialist I. She will be responsible for collecting data from medical records related to fetal and infant deaths housed at area delivery hospitals and prenatal care providers, preparing the data for review and analysis to understand fetal and infant death in Baltimore City, and making recommendations for change. This salary is in compliance with the AM 212-1, Part I. The period of the agreement is effective upon Board approval through June 30, 2019.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
19. <b>KOLI TENGELLA</b>	\$25.00	<b>\$3,000.00</b>

Account: 4000-483319-3160-308000-601009

Ms. Tengella, will work as a Contract Services Specialist II. Her duties will include, but are not limited to participating in staff, school and Advisory Committee meetings and trainings,

She will ensure that youth participants observe safe operating practices and comply with organizational safety policies, and document club activities and group dynamics on a weekly basis. Ms. Tengella will complete and submit data forms for club convening and events, as well a session information to the Department's staff. She will conduct two three-hour and half after school sessions per week. She will use the power of theater, other performing arts and digital filmmaking as tools to educate the young people at the school and throughout the City about alternative ways of resolving interpersonal and group conflict other than through violence. She will also teach and implement key components of the Department's youth services program. The program includes a focus on mental health, teen dating violence, leadership development and peer-to-peer mentorship. The period of the agreement is effective upon Board approval through August 31, 2019.

20. <b>MICHAEL T. MITCHELL</b>	\$25.00	<b>\$29,250.00</b>
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Account: 4000-484519-3160-308600-601009

Mr. Mitchell, will work as a Contract Services Specialist II. He will be responsible for advising clients on available City, State and private services and programs. He will also provide clients with pamphlets, brochures and related documents for their information and use, support the development of the



**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Health Department - cont'd

program training schedule and assist with the administrative needs of the mental health clinician, and community based programming leadership and staff. He will arrange appointments and meetings for clients for services and program providers. He will inform the program coordinator, director and other program staff of individual case status and handling of overall caseload, and refer issues requiring professional intervention to appropriate staff for disposition and action. The period of the agreement is April 24, 2019 through January 1, 2020.

Department of Housing and Community Development

21. Reclassify the following filled position:

Position No.: 48528

From: Secretary III  
Job Code: 33233  
Grade: 084 (\$37,741.00 - \$45,044.00)

To: Special Assistant  
Job Code: 10063  
Grade: 089 (\$45,660.00 - \$55,436.00)

Cost: \$8,429.00 - 1001-000000-2602-261000-601001

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

Department of Human Resources

22. Reclassify the following filled position:

Position No.: 10013

From: Administrative Coordinator  
Job Code: 31100  
Grade: 087 (\$42,131.00 - \$50,927.00)

AGENDA

BOARD OF ESTIMATES

4/24/2019

PERSONNEL

Department of Human Resources - cont'd

To: HR Specialist I  
Job Code: 33628  
Grade: 090 (\$47,604.00 - \$57,857.00)

Cost: \$8,748.00 - 1001-000000-1602-172500-601001

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

23. Reclassify the following filled position:

Position No.: 50364

From: Agency IT Specialist III  
Job Code: 33149  
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Agency IT Specialist IV  
Job Code: 33154  
Grade: 931 (\$73,868.00 - \$118,085.00)

Cost: \$10,767.00 - 1001-000000-1601-172500-601001

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

Baltimore City Information and Technology (BCIT)

	<u>Hourly Rate</u>	<u>Amount</u>
24. <b>JEFFREY HALL</b>	\$35.00	<b>\$72,800.00</b>

Account: 1001-000000-1472-777900-601009

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

BCIT - cont'd

Mr. Hall will work as a Contract Services Specialist II. His duties will include, but are not limited to performing basic and intermediate map requests made by City agencies, processing ad hoc mapping requests and special data requests, managing Pictometry online user accounts. He will also assist in managing the agency's online ArcGIS accounts, perform GIS data editing, update zoning requirements within the City's official zoning layer, provide customer service support for incoming telephone calls and inquiries and provide 311 address validation issue support. The agreement is effective upon Board approval for one year.

Law Department

25. Reclassify the following vacant position:

Position No.: 15471

From: Operations Manager II  
Job Code: 00091  
Grade: 942 (\$90,619.00 - \$149,766.00)

To: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$85,417.00 - \$140,766.00)

Cost Savings: (\$40,250.00) - 1001-000000-1761-175200-601001

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

26. Reclassify the following filled position:

Position No.: 47489

From: Assistant Solicitor  
Job Code: 10198  
Grade: 929 (\$68,562.00 - \$109,554.00)

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Law Department - cont'd

To: Chief Solicitor  
Job Code: 10199  
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$10,898.00 - 2036-000000-1752-175200-601001

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

Liquor Board

27. Upgrade the following classification:

From: Liquor Board Secretary III  
Job Code: 33206  
Grade: 086 (\$40,487.00 - \$48,836.00)  
Position No.: To be determined by BBMR

To: Liquor Board Secretary 111  
Job Code: 33206  
Grade: 092 (\$51,800.00 - \$63,075.00)

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

Mayor's Office of Human Services

28. Reclassify the following filled position:

Position No.: 46642

From: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$73,868.00 - \$118,085.00)

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Mayor's Office of Human Services - cont'd

To: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$85,417.00 - \$140,766.00)

Cost: \$14,348.00 - 5000-586219-1191-594700-601001

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

Baltimore City Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
29. <b>DONALD F. KRAMER</b>	\$20.19	<b>\$42,000.00</b>

Account: 1001-000000-2042-198100-601009

Mr. Kramer, retiree, will work as a Contract Services Specialist I. His duties will include, but are not limited to serving as a Glock Armorer, which services and diagnoses issues related to this weapon system, serve as Remington Armorer, which services departmental shotguns including street as well as those less lethal, and possess Armorer certifications for the numerous specialty weapons used by the SWAT team. He will assist with any issues, which may arise, as well as detail, strip and clean weapons, which would typically require a trip to the Armory, and stock the Armory at Gunpowder Range with thousands of dollars of tools and equipment. Mr. Kramer possesses the ability to make repairs to the weapon system on site saving the Department on shipping and repair costs. The period of the agreement is July 14, 2019 through July 13, 2020.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Baltimore City Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
30. <b>LEONARDO GONZALEZ</b>	\$20.19	<b>\$42,000.00</b>
Account: 1001-000000-2024-796500-603026		
31. <b>THERMAN REED</b>	\$20.19	<b>\$42,000.00</b>
Account: 1001-000000-2024-796500-601009		

Messer. Gonzalez and Reed, retirees, will work as a Contract Services Specialist I. They will be responsible for the entry and accurate retention of all property retained by the Police Department and several surrounding agencies, receiving property and evidence submissions from police officers and lab personnel, and ensuring the accuracy and completeness of paperwork. In addition, they will ensure the accuracy and completeness of all information entered into the evidence tracking system, release the property to personnel for further examination or as evidence for court, and update the tracking system with appropriate changes of location of the property for chain of custody, and document locations. Both employees will also release property to the public and document the same in the tracking system, and lift and handle evidence submitted to the Evidence Control Unit. The period of the agreement is April 28, 2019 through April 27, 2020.

32. <b>EDNA M. PRICE</b>	\$20.19	<b>\$42,000.00</b>
Account: 1001-000000-2042-198100-601009		

Ms. Price, retiree, will continue to work as a Contract Service Specialist I for the Evidence Control Unit, Drug Vault. She will administer all four of the Evidence Control Unit's drug vaults and track and transfer various amounts of Controlled Dangerous Substances (CDS) submitted to the unit on a daily

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Baltimore City Police Department - cont'd

Hourly Rate

Amount

basis from agency members. In addition, Ms. Price will organize the various Evidence Control Unit's drug vaults and organize the various types and amounts of CDS which have been submitted to the unit to prepare them for the drug burn for disposal. This is the same hourly rate as in the previous contract period. The period of the agreement is July 14, 2019 through July 13, 2020.

33. **STEPHEN D. DERKOSH** \$31.25 **\$ 65,000.00**

Account: 1001-000000-2041-196000-601009

Mr. Derkosh, retiree, will work as a Contract Services Specialist I in the Grants Unit. He will manage and supervise the support of grants with a focus on contracts, government audits, consultation operations, planning and analysis, and manage grant projects and activities from State, Federal, foundation and corporate entities. In addition, Mr. Derkosh will write or supervise the writing of all proposals, budgets, reports and other ancillary materials, seek grant funding, manage existing grants by tracking, developing internal reporting systems, writing reports, maintaining historical records, and collaborating with staff to ensure each project or program meets proposal conditions and expectations. He will also provide stewardship for existing donors, oversee monthly meetings to vet projects and programs, as well as set priorities for funding, and partner with leadership to implement compliance measures. The period of the agreement is April 28, 2019 through April 27, 2020.

34. **REBECCA HERRINGTON** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Baltimore City Police Department - cont'd

Ms. Herrington, retiree, will continue to work as a Contract Services Specialist I in Human Resources. She will receive initial death notifications for both current and retired Police Department members, provide agency-wide notifications, partner with family members to assist in the funeral, burial and/or repast arrangements, and represent the Police Department at the final services, including viewings, memorial services and/or funerals. Ms. Herrington will also process floral requests for final services and ensure that communication is provided to Human Resources and Command staff of the needs of the family and of the funeral arrangements. In addition, she will represent the Police Department on visits with members and/or families at hospitals, nursing homes, hospice, and member's homes in cases of imminent passing, and assist with special projects. This is the same hourly rate as in the previous contract period. The period of the agreement is June 27, 2019 through June 26, 2020.

On January 3, 1996, the Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Department to hire retirees.

35. a. Create the following grade and salary range:

Classification: Deputy Police Commissioner  
Job Code: 10281  
Grade: 91P (\$154,510.00 - \$205,500.00)

b. Upgrade the following classification:

Position Nos.: 46385, 18832, 16646

FROM:

Classification: Deputy Police Commissioner  
Job Code: 10281  
Grade: 88P (\$180,000.00 Flat)



**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Baltimore City Police Department - cont'd

TO:

Classification: Deputy Police Commissioner  
Job Code: 10281  
Grade: 91P (\$154,510.00 - \$205,500.00)

c. Create the following position:

Classification: Deputy Police Commissioner  
Job Code: 10281  
Grade: 91P (\$154,510.00 - \$205,500.00)  
Position No.: To be determined by BBMR

d. Abolish the following vacant 4 positions:

Classification: Police Colonel  
Job Code: 10280  
Grade: 86P (\$146,694.00 Flat)

e. Create the following 4 positions:

Classification: Operations Director II  
Job Code: 00094  
Grade: 969 (\$113,196.00 - \$186,856.00)  
Position No.: To be determined by BBMR

f. Abolish the following vacant position:

Position No.: 16746

Classification: Operations Manager III  
Job Code: 00092  
Grade: 960 (\$96,133.00 - \$158,557.00)

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Baltimore City Police Department - cont'd

g. Abolish the following vacant position:

Position No.: 51150

Classification: Agency IT Manager III

Job Code: 10269

Grade: 960 (\$96,133.00 - \$158,557.00)

h. Abolish the following vacant position:

Position No.: 46142

Classification: Operations Officer II

Job Code: 00086

Grade: 927 (\$64,505.00 - \$103,208.00)

Costs: \$95,984.00 - 1001-000000-2024-200000-601001

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

Enoch Pratt Free Library

36. Reclassify the following position:

Position No.: 15718

From: Librarian I

Job Code: 00656

Grade: 087 (\$42,131.00 - \$50,927.00)

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Enoch Pratt Free Library - cont'd

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

Cost: \$5,910.00 - 1001-000000-4501-338900-601001

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

37. Reclassify the following vacant position:

Position No.: 15919

From: Media Producer Director I  
Job Code: 00643  
Grade: 090 (\$47,604.00 - \$57,857.00)

To: Public Relations Officer  
Job Code: 01961  
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$14,906.00 - 5000-575419-4501-593100-601001

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

38. Reclassify the following position:

Position No.: 15602

From: Storekeeper I  
Job Code: 00666  
Grade: 078 (\$31,488.00 - \$36,312.00)

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Enoch Pratt Free Library - cont'd

To: Purchasing Assistant  
Job Code: 00856  
Grade: 081 (\$34,039.00 - \$40,327.00)

Cost: \$6,750.00 - 1001-000000-4501-339100-601001

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

Department of Recreation and Parks

39. Create the following positions:

Classification: Park District Manager  
Job Code: 53623  
Grade: 906 (\$51,708.00 - \$82,608.00)  
Position No.: To be assigned by BBMR

Costs: \$77,771.00 - 5000-577719-4781-363900-601001

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

40. Create the following position:

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
41. <b>NANCY JARVIS</b>	\$32.00	<b>\$10,240.00</b>
42. <b>MARGARET GOLDSBOROUGH</b>	\$32.00	<b>\$10,240.00</b>
43. <b>JENNIFER KNIGHTON</b>	\$32.00	<b>\$10,240.00</b>
44. <b>JEFFREY NOLT</b>	\$40.00	<b>\$20,800.00</b>

Mr. Nolt will also serve as Artistic Director of the Youth and Adult Performance Troupe.

Account: 6000-680519-4792-369900-601009

The above-listed individuals (item nos. 41 - 44) will each continue to work as a Contract Services Specialists II (Ice Skating Coach). Their duties will include, but will not be limited to providing instruction in figure skating skills for participants in the "Learn to Skate" and summer camp programs. The program will include skills that are the basis for the U.S. Figure Skating National Proficiency Tests and evaluation of student performance to determine mastery of specific skills and advancement to the next level. These individuals will also assist students in planning an individual presentation program set to music, provide skating instructions to members of the Youth and Adult Performance Troupe, and provide skating instructions to all levels of the Adult Skating Seminar. The period of the agreement is effective upon Board approval for one year.

State's Attorney's Office

45. Reclassify the following vacant position:

Position No.: 45894

From: Chief State's Attorney  
Job Code: 10963  
Grade: 936 (\$80,735.00 - \$129,114.00)

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

State's Attorney's Office

To: Operations Officer V  
Job Code: 00089  
Grade: 936 (\$80,735.00 - \$129,114.00)

There is no cost associated with this action.

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

Department of Transportation

	<u>Rate of Pay</u>	<u>Amount</u>
46. <b>MESFIN LAKEW</b>	\$70.00	<b>\$145,600.00</b>

Account: 1001-000000-2301-248700-601009

Mr. Lakew will work as a Contract Services Specialist II. He will be responsible for prioritizing and completing asset inventories for DOT key physical assesses. (Traffic Signs, Traffic Signals, Pedestrian Signals, Sidewalks and Path, Alleys, Curbs, Medians, Driveway Pavement Markings, etc). The period of the agreement is effective upon Board approval for one year.

47. Classify the following 3 vacant positions:

Position Nos.: 51473, 51474, 51475

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**PERSONNEL**

Department of Transportation - cont'd

To: Engineer I  
Job Code: 72111  
Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$165,577.80 - 2024-000000-5480-395700-601001

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

48. Classify the following position:

Position No.: 51448

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

To: GIS Analyst  
Job Code: 33187  
Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$19,947.87 - 2024-000000-5480-395700-601001

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

49. Classify the following position:

Position No.: 51451

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

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

PERSONNEL

Department of Transportation - cont'd

Cost: \$68,947.87 - 2024-000000-5480-782700-601001

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



TRANSFER OF FUNDS

\* \* \* \* \*

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

49

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

AGENDA

BOARD OF ESTIMATES

4/24/2019

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. \$ 10,000.00	9938-909064-9475	9938-910064-9474
1 <sup>st</sup> Parks &	FY16 Athletic	FY16 Athletic
Public Facilities	Field	Field
	Renovation	Renovation
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with the advertisement of RP 19803, Patterson Park Athletic Lights.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects with Johnson, Mirmiran & Thompson, Inc. Amendment No. 3 will extend the period of the agreement through April 28, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - increase in upset limit

**BACKGROUND/EXPLANATION:**

On April 29, 2015, the Board approved the original agreement for \$1,000,000.00 for a period of two years to assist the Transportation, Engineering & Construction Division in providing various on-call engineering services for the proposed improvements to the City's system of Streets and Highways.

On May 10, 2017 the Board approved Amendment No. 1 to allow a one year time extension to complete numerous ongoing services ranging from roadway design, Storm Water Management, Expedited Review, construction phase review, survey and other support services to complete on going tasks.

On May 9, 2018 the Board approved Amendment No. 2, which extended the agreement for one year and increased the upset limit by \$500,000.00 to continue design services of in-design projects.

Amendment No. 3 will increase the upset limit to ensure support on the development of the Program Management office, expedite reviews and contract manager support services. This increase will make the upset limit total \$2,500,000.00.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 017 to Sabra & Associates, Inc. under Project 1209, On-Call Traffic Engineering Services. The period of the task assignment is 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$196,143.71 - 1001-000000-2301-249800-603026

**BACKGROUND/EXPLANATION:**

This task will provide for a GIS Analyst and GIS Technician on-site for a minimum of three days per week, supporting various Department technical efforts.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

Although the Consultant has not met the 27% MBE goal, they have achieved 20% of the MBE goal and there remains enough capacity to meet the goal. The Consultant has exceeded the WBE goal of 10.00%, they achieved a WBE goal of 19%.

**MWBOO APPROVED ON MARCH 4, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 025 to Rummel, Klepper & Kahl, LLP under Project No. 1232, On-Call Engineering Design Services for Renovations and Improvements of Various Park and Recreation Facilities. The period of the services under Task No. 025 is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$42,385.56 - 9938-915074-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include engineering services for Erdman Avenue Flooding.

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 25% MBE AND 10% WBE.**

Including this task, the Consultant has achieved goals of 31.43% MBE and 5.27% WBE.

**THIS EAR WAS APPROVED BY MWBOO ON FEBRUARY 26, 2019.**

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

AGENDA

BOARD OF ESTIMATES

4/24/2019

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
2.	<b>\$ 45,000.00</b>	9938-914074-9475	9938-915074-9474
	2 <sup>nd</sup> Parks &	Park Roadway	Park Roadway
	Public Facilities	Improvements	Improvements
		(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 25 to Rummel, Klepper & Kahl, LLP.

(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**

**4/24/2019**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards for client incentives for the HIV/STD Prevention Outreach Program.

**AMOUNT OF MONEY AND SOURCE:**

\$1,500.00 - 5000-569719-3023-273309-604051  
5,000.00 - 5000-522319-3030-271500-604051  
**\$6,500.00** - 1,300 Burger King Gift Cards @ \$5.00 ea.

**BACKGROUND/EXPLANATION:**

The gift cards will be distributed to help reduce the number of new HIV infections and improve the health of persons living with HIV/AIDS. In addition, to enhance staff ability to attract those encountered to receive counseling and testing on the STD/HIV testing van.

The STD/HIV Prevention Program adheres to all policies associated with the usage of incentives and has sufficient procedures in place to address the safeguarding and accountability of incentives.

The Department has a consolidated policy to account for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal review of programs' activity vis-à-vis the internal policy which is to be shared with the Department of Audits.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards for youth participants in the Office of Youth and Trauma Services, School-Based Violence Prevention Project.

**AMOUNT OF MONEY AND SOURCE:**

\$1,500.00 - 150 Visa gift cards @ \$10.00 ea.  
1,250.00 - 25 Visa gift cards @ \$50.00 ea.  
**\$2,750.00** - 4000-429519-3160-308600-603026

**BACKGROUND/EXPLANATION:**

The goals of this new initiative, Family Resilience Project (FRP) is to increase access to trauma informed services by developing a continuum of care supporting urgent needs of children and youth impacted by the opioid epidemic, reducing geographic gaps in services related to youth impacted by the opioid epidemic by identifying, understanding, and coordinating resources to heavily impacted areas to enhance the relationship between law enforcement and organizations providing services to youth through the development of a trauma-informed, multidisciplinary response.

Providing tangible incentives will support overall program success as well as youth recruitment, enrollment and participation. Other programs like Supporting Male Survivors of Violence and the school-based violence prevention program, Youth Services and Advocacy Project (YSAP), have had documented success with using gift cards for client incentives. These programs have a tracking and monitoring system for gift card allocation and dissemination.

The Department has a consolidated policy to account for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - cont'd

recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal review of programs' activity vis-à-vis the internal policy which is to be shared with the Department of Audits.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - Revised Notices of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the three Revised Notices of Awards (NoA) from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On July 25, 2018, the Board approved the initial NoA for the Project titled, "Baltimore City Teen Dating Violence and Youth Violence Prevention Addressing Shared Risk Factors" for \$325,000.00 for the period of September 1, 2018 through August 31, 2019.

On November 15, 2018, the Department received the first revised NoA, which approved the modified budget and redirection of funds submitted by the Department on October 1, 2018.

On February 26, 2019, the Department received the second revised NoA, which approved redirection of funds submitted by the Department on February 19, 2019.

On March 22, 2019, the Department received the third revised NoA, which approved carryover of unobligated funds for \$81,278.00 from budget period 02 to budget period 03.

All other terms and conditions issued under the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - cont'd

The Revised NOA's are late because of a delay in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2018 through June 30, 2019, unless otherwise indicated.

**1. TOTAL HEALTH CARE, INC. \$ 275,000.00**

Account: 5000-569719-3023-273369-603051

Total Health Care, Inc. will conduct Early Intervention Services, including the provision of targeted HIV testing to help clients who are unaware of their HIV status, receive referral to HIV care and treatment if found to be HIV infected. The organization will also provide outreach and Health Education Risk reduction HERR services.

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

**2. INDEPENDENT LIVING FOUNDATION, INC. \$ 494,831.00**

Account: 5000-569719-3023-273328-603051

Independent Living Foundation, Inc. will provide oral health services for persons living with HIV/AIDS. The Independent Living Foundation Inc. provides oral health services specifically for preventive, diagnostic, restorative periodontics, prosthodontics, endodontic, root canals, and crowns.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - cont'd

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

**MWBOO GRANTED A WAVIER.**

3. **EPIC ART UNIVERSE, LLC** **\$ 5,400.00**

Accounts: 4000-483319-3160-308000-603051

Epic Art Universe, LLC will implement a multi-dimensional design course intended to teach students the fundamentals of using technology to create imagery that can be used for marketing, creative expression and digital purposes. The skillset developed during the course will teach students how to both use industry level design software and cutting edge apps to convey preventive based messages for anti-violence. The period of the agreement is May 8, 2019 through August 31, 2019.

4. **GOVANS CENTER FOR RETIRED PERSONS, INC.** **\$ 49,353.00**

Account: 4000-433518-3024-768906-603051

Govans Center for Retired Persons, Inc. operates a senior program, which serves as the community focal point for seniors and their caregivers. Services to be provided include, but are not be limited to, social, recreational and educational programs, information and assistance, outreach, wellness and transportation. The period of the agreement is October 1, 2018 through September 30, 2019.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Dept. - cont'd

The agreement is late because of the administrative delays.

**5. ASSOCIATED BLACK CHARITIES, INC. (ABC) \$1,422,770.00**

Account: 4000-498719-3023-606101-603051	\$ 79,042.00
4000-498719-3023-606102-603051	\$1,343,728.00

The Associated Black Charities, Inc. (ABC), as the Fiscal Agent for Minority AIDS Initiative (MAI) will be responsible for providing the day-to-day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct service providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part-A, including the Request For Proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The purpose of the Ryan White Part-A Minority AIDS Initiative program is to improve HIV-related health outcomes to reduce existing racial and ethnic health disparities. The period of the agreement is March 1, 2019 through February 29, 2020.

The Agreement is late because the Notice of Award was approved on March 13, 2019. The Board also approved a two-month advance of funds to ABC for the continuation of Minority AID/S Initiative services \$13,174.00 for administrative services and \$223,954.00 for Subgrantee service providers while subgrantee budgets were being prepared.

**MWBOO GRANTED A WAIVER.**

**6. ASSOCIATED BLACK CHARITIES, INC. (ABC) \$12,810,601.00**

Account: 4000-427719-3023-273302-603051	\$ 571,736.00
4000-427719-3023-273303-603051	\$12,238,865.00

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - cont'd

The Associated Black Charities, Inc. (ABC), as the Fiscal Agent will be responsible for providing the day-to-day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct service providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part-A, including the Request For Proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The period of the agreement is March 1, 2019 through February 29, 2020.

The Agreement is late because the Notice of Award was approved on March 13, 2019. The Board also approved a two month advance of funds to ABC for the continuation of Minority AID/S Initiative services, \$95,282.00 for Administrative services and \$2,140,184.00 for sub-recipient's service providers while subgrantee budgets were being prepared.

**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.)



**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - Second Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Second Amendment to Agreement (Second Amendment) with HealthCare Access Maryland, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$278,108.00 - 4000-403319-3001-599000-603051

**BACKGROUND/EXPLANATION:**

On July 25, 2018, the Board approved the original agreement in the amount of \$529,913.00 for the period May 1, 2018 through April 30, 2019. On January 9, 2019, the Board approved the Amendment to Agreement in the amount of \$235,455.00, making the total award amount \$765,368.00.

On February 13, 2019, the Board approved the Amendments to the Notice of Grant Award that approved the Department's revised Implementation Plan and budget and approved Ms. Shelly Choo, as the Project Director. The Amended Notice of Award also approved the Department's carryover request in the amount of \$426,848.00 from Year 1 (May 1, 2017 through April 30, 2018) to Year 2 (May 1, 2018 through April 30, 2019).

The Second Amendment increases the agreement by \$278,108.00 for additional services and makes the total award amount \$1,043,476.00. All other terms and conditions of the original agreement remain unchanged.

This Amendment to Agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - Ratification of the First Addendum to Memorandum of Understanding and First Addendum to Space Occupancy License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the First Addendum to Memorandum of Understanding (MOU) and First Addendum to Space Occupancy License Agreement with the Johns Hopkins University (JHU), Licensor. The First Addendum to the MOU extends the period of the MOU through September 30, 2019 and runs concurrent with the period of the Space Occupancy License Agreement.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 21, 2018, the Board approved the MOU and Space Occupancy License Agreement with the JHU for the period of October 1, 2017 through September 30, 2018. The period of the MOU would automatically renew for successive one-year periods if the Space Occupancy License Agreement was renewed.

The First Addendum to the MOU included the expansion of comprehensive clinical and social services at the 908 Washington Boulevard location. Services included (a) Sexually Transmitted Infection (STI) testing, treatment and education, (b) HIV Prevention education, testing, pre-exposure prophylaxis, as well and HIV treatment, (c) Hepatitis C Testing, linkage to care, treatment and education, (d) substance use disorder education and linkage to care, (e) Opioid use disorder evaluation and treatment,

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - cont'd

(f) wound care, and modified Article 1, Party Obligations and Article, 8, Notices.

The First Addendum to the Space Occupancy License Agreement incorporated clinical services provided by the Health Department at the 908 Washington Boulevard location and revised clinical sessions to Tuesday through Friday, 12 pm - 8 pm, unless agreed to by the parties. All other terms and conditions of the Space Occupancy License Agreement remain in full force and effect.

The First Addendum to the MOU and First Addendum to the Space Occupancy License Agreement are late because revisions delayed processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The First Addendum to Memorandum of Understanding and First Addendum to Space Occupancy License Agreement have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Health Department - Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Third Revised Notice of Award (NoA) from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention. The Revised NoA extends the period through September 29, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$235,000.00 - 4000-422618-3030-271500-404001

**BACKGROUND/EXPLANATION:**

On August 16, 2017, the Board approved the original NoA for \$235,000.00 for the period of September 30, 2017 through September 29, 2018.

On May 9, 2018, the Board approved first revised NoA, which approved the change in Principal Investigator from Patrick Chaulk to Adena Greenbaum. The Board also approved the second revised NoA, which corrected the date of the original notice from December 27, 2017 to December 28, 2017.

This Revised NoA will approve supplemental funds for \$235,000.00 and extend the grant period through September 29, 2019. All other terms and conditions issued under the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

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

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

The Board is requested to approve and authorize execution of the release of retainage agreements with the following contractors for the various contracts:

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
1.	<b>SPINIELLO COMPANIES</b>	<b>SC 953</b>	<b>\$244,660.00</b>

Account: 9956-906647-9551-000000-200001

As of December 5, 2018, Spiniello Companies Contract for SC-953 achieved 50% completion milestone as expressed in terms of monies earned excluding stored material. The Contractor has requested a Partial Release of Retainage for \$244,660.00. Currently the City is holding \$611,650.00 in retainage for the referenced project. The remaining amount of \$366,990.00 is sufficient to protect the interest of the City.

2.	<b>AMERICAN CONTRACTING AND ENVIRONMENTAL SERVICES INC.</b>	<b>WC 1183</b>	<b>\$ 352,000.00</b>
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Account: 9960-901916-9557-000000-200001

As of June 25, 2018, American Constructing and Environmental Services, Inc. has completed 100% of all work for Water Contract No. 1183. The Contractor has requested a Partial Release of Retainage for \$352,000.00. Currently, the City is holding \$502,053.43 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$151,053.54. The remaining amount of \$151,053.54 is sufficient to protect the interest of the City.

**MWBOO APPROVED THE RELEASES OF RETAINAGE.**

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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 (Amendment No. 2) with HDR Engineering, Inc., under SC 951, Comprehensive BioSolids Plan (CBP). This Amendment No. 2 will extend the period of the agreement for an additional one-year period through December 16, 2019 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$ 50,022.09 - Baltimore City  
60,817.91 - Baltimore County  
**\$110,840.00** - 9956-928009-9551-900020-703032

**BACKGROUND/EXPLANATION:**

On December 16, 2015, the Board approved the original agreement for a 2-year period with an upset limit amount of \$979,480.91. On October 25, 2017, the Board approved Amendment No. 1 to extend the period of the agreement for 1-year through December 16, 2018.

This Amendment No. 2 will extend the agreement for an additional 1-year period through December 15, 2019 and increase the upset limit from \$979,480.91 to \$1,090,320.91. Under the terms of Amendment No. 2, the Consultant will continue providing engineering services to further evaluate the Thermal Hydrolysis Anaerobic Digestion Process (THADP) for stabilization of solids from the Patapsco and Back River Wastewater Treatment Plants (WWTPs).

Further evaluations are required to determine the capability of the THADP with continued production of compost and dried biosolids to serve current end use markets for Patapsco and Back River biosolids. Further evaluations include site visits to several European facilities that employ the THADP and heat drying, to gain first-hand observations of design and operations and maintenance requirements of combined THADP and drying and characteristics of

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

the dried bio-solids. At present, there is only one operating THADP facility in the US that does not dry the THADP solids, which necessitates travel to European facilities. Also included in the further evaluations is laboratory scale pilot testing of the THADP on the Patapsco and Back River solids to confirm process performance, potential impacts on enhanced nutrient removal at the WWTPs, and the ability of the City to market the THADP, and dried bio-solids as a biofuel, an important end use for dried solids currently produced at WWTPs. The laboratory scale pilot testing on the THADP will be performed by Bucknell University (Bucknell). Additional funding requested for Amendment No. 2 will support the costs of travel for European site visits and Bucknell's fees for the pilot testing, both of which are essential for the City to make a fully-informed decision on a final bio-solid management alternative that best meets the City's interests and objectives for the Comprehensive Bio-solids Plan.

The scope of original agreement includes the Consultant developing the CBP, which will address solids processing from primary and waste activated sludge, thickening through production and end users of the bio-solids products for the City's Patapsco and Back River WWTPs. The CBP will also evaluate opportunities for co-processing solid wastes such as fats, oil and greases, and separated food wastes with the WWTPs solids for increasing the production of renewable biogas energy and increasing overall energy efficiency in bio-solids operations. All other terms and conditions of the original agreement remain unchanged.

**THE EAR WAS APPROVED BY MWBOO ON 1/2/2019.**

**MBE/WBE PARTICIPATION:**

The Consultant will comply with the Article 5, Subtitle 28, of the Baltimore City Code and the 27.19% MBE and 10.35% WBE goals assigned to the original agreement.



**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

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

**TRANSFER OF FUNDS**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
1.	\$ 54,023.86	9956-925009-9549	
	Wastewater	Comprehensive	
	Revenue Bonds	Biosolids	
		Mgmt.	
	65,683.34	" "	
	<u>County Revenue</u>		
	<b>\$119,707.20</b>	-----	9956-928009-9551-3
			Design and Study

The transfer will cover the costs of SC 951, Amendment No. 2, Comprehensive Biosolids Plan.

(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**

**4/24/2019**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 2 to KCI Technologies, Inc., under Project 1266 K On-Call Wastewater Engineering Services. The period of the services to be completed under Task No. 2 is approximately 26 months.

**AMOUNT OF MONEY AND SOURCE:**

\$249,999.94 - 9956-905343-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Consultant will provide field and technical engineering support for wastewater engineering projects managed by the Office of Engineering & Construction.

The scope of the original agreement includes: to provide on call wastewater engineering services related to evaluation assessment and design of rehabilitation, repairs, maintenance and new construction to improve the City sanitary system. Also includes project and construction management services, immediate response, investigation and inspections of sanitary system emergencies and providing recommended corrective measures, geotechnical engineering, subsurface exploration services and various field inspections.

**THE EAR WAS APPROVED BY MWBOO ON 3/12/2019.**

**MBE/WBE PARTICIPATION:**

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

**MBE:** 27%

**WBE:** 10%

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Public Works/Office - Amendment to Agreement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 2 to Agreement (Amendment) with EMA, Inc. under W.C. 1223 Post Award Services Advanced Metering Infrastructure & Water System Installation Services. This is the 2<sup>nd</sup> Amendment to Agreement that will increase the duration time of the contract by one year for a total contract duration time of six years. The period of the Amendment is March 5, 2019 through March 5, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$ 0.00 - 9960-905647-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Customer Service and Support Division (CSSD) requests a one year time extension to the current contract. Funding remains, therefore, this is a time extension only. The Automated Meter Infrastructure/Reading (AMI/R) project is in the closeout stage. The Department of Public Works (DPW) recognizes the need for continuing assistance and support to achieve a successful transition from project implementation to ongoing operations. EMA, Inc. will assist with this transition and development of a sustainability program to address long term needs.

The scope of the original agreement includes: resources to assist DPW with the implementation of the Automated Meter Infrastructure/Reading (AMI/R) project. EMA, Inc. has provided the following services: project management, supervisors and on-site field staff to observe work performed by the contractor, functional consultants and programmers to assist with the implementation of AMI software conversions and integration of AMI/R with both the existing billing system and new Construction Information Service (CIS), and project administration support throughout the entire project.

**THE EAR WAS APPROVED BY MWBOO ON 3/15/2019.**

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

**MBE/WBE PARTICIPATION:**

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

**MBE:** 10%

**WBE:** 5%

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Rivus Consulting, LLC under Project No. 1277, Project Management Services for the City's MS4 Stormwater Permit Program. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - 2072-000000-5181-390700-603026

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction is requesting for approval of Project No. 1277.

The scope of the original agreement includes: program management Services including prioritizing, scheduling, monitoring, managing and reviewing all projects designed. Coordinate project implementation with the City departments, utilities and other agencies to minimize City wide disruptions and reduce construction costs. Streamline design approach including design standardization and Standard Operating Procedures (SOP) creation to increase design efficiency and reduce overall costs. Provide field assessments of a stream segment, an existing Best Management Practice (BMP) or a storm drain system on as needed basis. Provide alternate solutions and biddable documents on an as needed basis. Assist the City in providing information to the City agencies, citizens or any other interested entities relating to the City's MS4 Permit Program and individual projects/contracts. Provide on-site support staff on as needed basis. Support hydraulic modeling on as needed basis. Develop and maintain key performance indicators to reflect the City's progress toward its MS4 Permit and total Maximum Daily Load Goals.

**MBE/WBE PARTICIPATION:**

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

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

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the Minority and Business Women's Enterprise goals established in the agreement are MBE: 29% and WBE: 10%.

<b>MBE:</b> NMP Engineering Consultants, Inc.	\$70,000.00	7%
DM Enterprises of Baltimore, LLC.	\$50,000.00	5%
Peer Consultants, P.C	\$30,000.02	3%
Rivus Consulting, LLC*	\$140,000.00	14%
	<u>\$290,000.02</u>	<u>29%</u>

**WBE:** Stormwater Consulting, Inc.                    \$100,000.00                    10%

\*Indicates Self-Performance.

**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

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |   |              |         |
|---|--------------|---------|
| 1. ALL CAR LEASING, INC.  | \$500,000.00 | Renewal |
| d/b/a NEXTCAR<br>Contract No. B50004356 - Leasing 4 x 4 Sport Utility Vehicles<br>- Department of Transportation and Baltimore City Police<br>Department - P.O. No. P533819 |              |         |

On December 9, 2015, the Board approved the initial award in the amount of \$700,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$500,000.00 is for the period May 1, 2019 through April 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 21, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |         |         |
|---|---------|---------|
| 2. C.N. ROBINSON LIGHTING   | \$ 0.00 | Renewal |
| SUPPLY COMPANY<br>Baltimore Regional Cooperative Purchasing Committee (BRCPC) -<br>Contract No. 15-021 - Lamps and Ballasts Large, and Specialty<br>- Citywide - P.O. No. P531583 |         |         |

On June 3, 2015, the Board approved the initial award in the amount of \$300,000.00. The award contained four renewal options. Three renewals options have been exercised. This is a specialty cooperative contract through the BRCPC with Anne Arundel County as the lead agency. This final renewal in the amount of \$0.00 is for the period May 1, 2019 through April 30, 2020. The above amount is the City's estimated requirement.



AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

On May 14, 2015, it was determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 3. <u>INNOVYZE, INC.</u>   | \$ 40,200.00 | Renewal |
| Contract No. 08000 - InfoWorks Software License Agreement - Department of Public Works - Bureau of Water and Wastewater - P.O. No. P539542 |              |         |

On April 26, 2017, the Board approved the initial award in the amount of \$30,150.00. The award contained four 1-year renewal options. On February 28, 2018, the Board approved the first renewal in the amount of \$30,150.00. This second renewal in the amount of \$40,200.00 will provide for the continuation of modeling and mapping of the sewerage systems. The period of the renewal is January 15, 2019 through January 14, 2020, with two 1-year renewal options remaining.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement. The proprietary software and support is only available from the vendor.

- |  |              |         |
|--|--------------|---------|
| 4. <u>AIRGAS USA, LLC</u>  | \$100,000.00 | Renewal |
| Contract No. B50003997 - Welding Equipment and Supplies - Department of General Services - Fleet Management - P.O. No. P531066 |              |         |

On April 22, 2015, the Board approved the initial award in the amount of \$150,000.00. The award contained two renewal

AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

options. On May 16, 2018, the Board approved the first renewal in the amount of \$50,000.00. This final renewal in the amount of \$100,000.00 is for the period April 22, 2019 through April 21, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 13, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized welding equipment and supply vendor.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 5. PITNEY BOWES, INC.  | \$ 64,451.14 | Renewal |
| Contract No. 06000 - Pitney Bowes Inserter and Sorter Equipment Maintenance - Office of the Comptroller - Municipal Post Office - P.O. No. P535523 |              |         |

On May 13, 2009, the Board approved the initial award in the amount of \$42,451.02. The initial award contained four renewal options. All renewal options have been exercised. On May 18, 2016, the Board approved a new agreement in the amount of \$123,653.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$64,451.14 is for the period May 1, 2019 through April 31, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On June 6, 2008, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

6. PETERBILT OF BALTIMORE, LLC	\$ 998,940.00	Increase
Contract No. B50005368 - Sixteen Cubic Yard Load Packers - Department of General Services, Fleet Management - P.O. No. P544052		

On May 30, 2018, the Board approved the initial award in the amount of \$4,162,490.00. On September 26, 2018, the Board approved an increase in the amount of \$998,940.00. This second increase in the amount of \$998,940.00 is necessary to purchase six additional 16 cubic-yard load packers, which will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program. This increase will make the award amount \$6,160,370.00. The contract expires on May 29, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

**MWBOO GRANTED A WAIVER.**

7. PORT CITY EQUIPMENT COMPANY	\$ 50,000.00	Increase
Contract No. B50004990 - OEM Parts and Service for Scag Lawn Mowers - Department of General Services, Fleet Management Division - P.O. No. P539554		

On May 12, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. This increase in the amount

AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

of \$50,000.00 is necessary to continue purchasing O.E.M. Parts and Service for Scag Lawn Mowers for the Department of General Services, Fleet Management Division. The contract expires on May 14, 2020 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- 8. MILTON S. HERSHEY  

MEDICAL CENTER	\$ 50,000.00	Selected Source
----------------	--------------	-----------------

Contract No. 06000 - Non Emergent Air Transportation Services - Health Department - Req. No. R819508

Medical air transportation services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants program. The MDH protocol states "All Air Ambulance transport costs for Maryland Medicaid Recipient will be paid by the Baltimore City Health Department through the Transportation Grants Program.

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the MDH. The MDH protocol further states, "This unit (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 practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

On April 3, 2019, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |              |           |
|---|--------------|-----------|
| 9. CINTAS CORPORATION NO. 2   | \$700,000.00 | Agreement |
| Omnia Cooperative Contract No. RBB19002 - Facilities Management Products and Solutions - Departments of Public Works, General Services, etc. - Req. No. N/A |              |           |

The Board is requested to approve and authorize execution of an Agreement with Cintas Corporation No. 2. The period of the agreement is April 1, 2019 through October 31, 2023, with two 2-year renewal options.

Uniform rental and cleaning services will be purchased from Omnia Contract No. RBB19002 - Facilities Management Products and Solutions, a cooperative inter-local agreement competitively bid by Prince Williams County Public Schools as the lead procuring agency.

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

**MBE/WBE PARTICIPATION:**

On April 3, 2019, it was determined that no goals would be set because of no opportunity to segment the contract. Uniforms must be tracked with proprietary software and tagging system throughout the process to keep the assigned uniforms associated with the appropriate employee.

AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MWBOO GRANTED A WAIVER.**

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

10. SAF-GUARD SAFETY SHOE	\$ 0.00	Agreement
CO. County of Fairfax, Virginia Cooperative Contract No. 4400008194 - Safety Shoes - Finance - Risk Management, Occupational Safety - Req. No. N/A		

The Board is requested to approve and authorize execution of an Agreement with Saf-Guard Safety Shoe Co. The period of the agreement is January 30, 2019 through January 31, 2021, with two 1-year renewal options at the sole discretion of the City.

On January 30, 2019, the Board awarded Contract No. 4400008194 - Safety Shoes for the Office of Risk Management, Occupational Safety in the amount of \$250,000.00.

**MBE/WBE PARTICIPATION:**

On January 17, 2019, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

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

11. ARUNDEL SERVICES, INC.	\$200,000.00	Extension
dba ACTION ELEVATOR CO. Contract No. 06000 - Elevators/Escalators Services for the Baltimore Convention Center - Baltimore Convention Center - P.O. Nos. P544995 and P545576		

AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On August 31, 2018, the City Purchasing Agent approved the initial award in the amount of \$24,999.00. On October 17, 2018, the Board approved an increase in the amount of \$200,000.00. An extension and increase is necessary for urgent elevator and escalator repairs and maintenance for Baltimore Convention Center while a new bid is in progress. The contract expired on March 31, 2019. The extension is for the period April 1, 2019 through October 31, 2019.

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

MBE/WBE PARTICIPATION:

Not applicable. Initial procurement approved as urgent procurement.

12. KEY RECYCLING, LLC

PATUXENT MATERIALS, INC.	\$ 0.00	Extension
Contract No. B50003473 - Recycling of Milled Asphalt - Department of Transportation - P.O. Nos. P527031 and P527032		

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

AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

**MWBOO GRANTED A WAIVER.**

- 13. a. ALLEC, LLC
- b. C & W CONSTRUCTION COMPANY
- c. RETRO ENVIRONMENTAL,  
        INC.

\$	46,792.00	Ratification
	<u>1,003,208.00</u>	and Renewal
	<b><u>\$ 1,050,000.00</u></b>	

Contract No. B50004287 - Hazardous Abatement Services - Department of General Services - P.O. Nos. P534246, P534247 and P534248

On January 20, 2016, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. On February 1, 2017, the Board approved an increase in the amount of \$2,000,000.00. This ratification is necessary as a result of spending resulting from work previously done prior to the contract expiring. The period of the ratification is January 31, 2019 through April 17, 2019. The period of the renewal is April 17, 2019 through January 30, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.



AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 5% WBE. On March 28, 2019, C & W Construction Company were found in compliance. On March 21, 2019, Allec, LLC and Retro Environmental, Inc. were found in non-compliance. Vendors will be subject to contract termination in the event they are unable to come into compliance.

	<u>Commitment</u>	<u>Performed</u>	
a. <u>ALLEC, LLC</u>			
<b>MBE:</b> Young's Floor Service and Remodeling Co., Inc.	17%	\$33,626.50	11.37%
<b>WBE:</b> IH Services, Inc.	5%	\$22,422.00	7.56%

**MWBOO FOUND VENDOR IN NON COMPLIANCE.**

	<u>Commitment</u>	<u>Performed</u>	
b. <u>C &amp; W CONSTRUCTION COMPANY</u>			
<b>MBE:</b> Young's Floor Service and Remodeling Co. Inc.	7%	\$80,189.14	18.01%
IH Services, Inc.	<u>10%</u>	<u>0.00</u>	<u>0.00%</u>
	<b>17%</b>	<b>\$80,189.14</b>	<b>18.01%</b>
<b>WBE:</b> Capital Beltway Environmental	5%	\$18,579.00	4.17%

The Contractor did not meet the WBE goal for this contract, but was granted "good faith."

**MWBOO FOUND VENDOR IN COMPLIANCE.**

AGENDA

BOARD OF ESTIMATES

4/24/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

	<u>Commitment</u>	<u>Performed</u>	
c. <u>RETRO ENVIRONMENTAL, INC.</u>			
<b>MBE:</b> Young's Floor Service and Remodeling Co., Inc.	8.5%	\$67,339.00	21.01%
IH Services, Inc.	<u>8.5%</u>	<u>11,275.00</u>	<u>3.53%</u>
	<b>17%</b>	<b>\$78,614.00</b>	<b>24.54%</b>
<b>WBE:</b> Colt Insulation, Inc.	3.75%	\$ 0.00	0.00%
Acorn Supply & Distribution, Inc.	<u>1.35%</u>	<u>\$ 0.00</u>	<u>0.00%</u>
	<b>5%</b>		

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

91 - 93

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

4/24/2019

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

- 1. GS 15837, Hanover & Ostend Fire Facilities, Former Truck 6, Renovations      Mid-Atlantic General Contractors, Inc.      \$984,000.00

MBE/WBE PARTICIPATION:

**MWBOO SET GOALS OF 13% FOR MBE AND 4% FOR WBE.**

<b>MBE:</b> Estime Enterprises, Inc.*	\$127,920.00	13%
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<b>WBE:</b> Franqui Enterprise, LLC	\$ 39,360.00	4%
-------------------------------------	--------------	----

**MWBOO FOUND VENDOR IN COMPLIANCE.**

\*The MBE subcontractor is not in good standing with the Department of Assessment and Taxation. The Bidder will be allowed to substitute an approved MBE if Estime Enterprises, Inc. is not in good standing at the time of award.

Bureau of Procurement

- 2. B50005623, Emergency Generator Installation Maintenance, and Repair Services      T.E.A.M. Service Corporation      \$500,000.00

MBE/WBE PARTICIPATION:

**MWBOO SET GOALS OF 37% FOR MBE AND 12% FOR WBE.**

AGENDA

BOARD OF ESTIMATES

4/24/2019

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - cont'd

<b>MBE:</b> EMECH Support, LLC	18.5%
Personal Electric, LLC	<u>18.5%</u>
	<b>37.0%</b>
<b>WBE:</b> The Fireline Corporation	6.0%
Robnet, Inc.	3.0%
Oelmann Electric Supply Co., Inc.	<u>3.0%</u>
	<b>12.0%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Department of Public Works

- 3. SC 965, Improvements to the Sanitary Sewers in the North East Area of Baltimore City Anchor Construc- \$12,448,798.05  
tion, Corp.

Anchor Construction Corp. has complied with the requirements of the Maryland Department of the Environment's Disadvantaged Business Enterprise (DBE) Program and has committed to use the following DBE goals according to the State Revolving Loan that was submitted in its bid.

<b>DBE/MBE:</b> S & J Services, Inc.	\$2,041,000.00	16.40%
P & P Sewer Techs, Inc.	<u>200,000.00</u>	<u>1.61%</u>
<b>Total</b>	<b>\$2,241,000.00</b>	<b>18.01%</b>

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works - cont'd

<b>DBE/WBE:</b> Empire Landscape, LLC	\$ 500,000.00	4.02%
Rowen Concrete, Inc.	480,000.00	3.86%
Barbies Recycling	130,000.00	1.04%
Manuel Luis Con- struction	773,000.00	6.21%
TFE Resources	110,000.00	0.88%
<b>Total</b>	<b>\$1,993,000.00</b>	<b>16.00%</b>

**4. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$13,444,701.89</b> (Wastewater Rev. Bond)	9956-903569-9549 (Sanitary Sewer Replace/Rehab)	9956-903578-9551-6 (Construction)

The transfer will cover the costs of SC 965, Improvements to the Sanitary Sewers in the North East Area of Baltimore City.

**A PROTEST WAS RECEIVED FROM WILLIAMS MULLEN ON BEHALF OF SPINIELLO COMPANIES.**

5. SC 949, Stony Run Wastewater Pumping Station Upgrade
- REJECTION** - On Wednesday, December 19, 2018, the Board opened two bids for SC 949. The bids received ranged from a low of \$2,977,000.00 to a high of \$3,178,000.00. The Department of Public Works, Office of Engineering and Construction recommends the rejection of all bids as being in the best interest of the City.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Recreation and Parks - Capital Projects  
Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Capital Projects Grant Agreement between the State of Maryland, acting through the Board of Public Works (BPW/Grantor), and the Directors of the Cylburn Arboretum Association, Incorporated (CAA) (Grantee/Donor) to benefit the Department of Recreation and Parks.

This Agreement terminates if the BPW terminates the Grant authorization under paragraph 3 without issuing bonds. Otherwise, the period of the Capital Projects Grant Agreement is in effect as long as any State General Obligation Bonds issued, sold, and delivered to provide funds for this Grant remain outstanding, or for a longer period as the parties may agree.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 - The State of Maryland will pay the funds directly to the CAA. No City funds will be transacted.

**BACKGROUND/EXPLANATION:**

The Donor wishes to use the grant funds awarded by the State of Maryland, BPW to fund capital improvements to the Cylburn Arboretum Carriage House and Nature Museum owned and operated by the Department of Recreation and Parks.

The BPW approved the funds to be used for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of the Cylburn Arboretum Carriage House and Nature Museum. The BPW will periodically provide funds, not to exceed the award or the amount

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Recreation and Parks - cont'd

of the Grantee's matching funds. The Donor has secured the required matching fund. The Donor's deadline to submit the Agreement to the BPW is May 1, 2019.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Recreation and Parks - Donation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the execution of a Donation Agreement between the Department of Recreation and Parks, the Friends of Clifton Mansion, Inc. (Donor), and Natural Concerns, Inc. (Contractor). The Board is also requested to approve the Contractor's Performance and Payment Bonds concurrently.

The period of the Donation Agreement is effective upon Board of Estimates approval (the Effective Date) for two years following the Final Acceptance of the Project by the City (to account for the maintenance phase of the Project set forth in the Donation Agreement's Scope of Work), unless earlier terminated pursuant to the terms hereof. Final Acceptance is defined as the acceptance of the Project by the City after the Donor and the City have verified that the equipment and systems are fully operational, all warranty work is complete and the Contractor has fulfilled its contract obligations.

**AMOUNT OF MONEY AND SOURCE:**

\$183,807.50 – Donation Value – Friends of Clifton Mansion, Inc.  
No City funds will be transacted

**BACKGROUND/EXPLANATION:**

The Donor would like to enter into this Donation Agreement with the Department of Recreation and Parks for the purpose of donating improvements to the City property known as Clifton Mansion South Lawn, located at 2801 Harford Rd (aka 2701 St. Lo Drive) inside Clifton Park.

Improvements will include installing new landscaping and a new concrete path. The Donor will pay the full estimated cost of

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

Department of Recreation and Parks - cont'd

\$183,807.50 for the renovation project directly to the Contractor. The Donor has selected its own Contractor. No City funds will be expended in the commission of this donation project.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

AGENDA

BOARD OF ESTIMATES

4/24/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Manhari Sapkota	Federal Grants Compliance Training Seattle, WA April 30 - May 3, 2019 (Reg. Fee \$1,095.00)	General Funds	\$2,420.31

The airfare cost of \$407.43, registration cost of \$1,095.00, hotel cost of \$507.00, and hotel tax of \$62.88 were prepaid using a City-issued credit card assigned to Malcolm Green-Haynes. Therefore, the disbursement to Ms. Sapkota is \$348.00.

Mayor's Office of Innovation

2. Emily Ianacone	Engaging Local Government Leaders 19 <sup>th</sup> Annual Conference Durham, NC May 15 - 17, 2019 (Reg. Fee \$270.00)	Special Funds	\$ 913.49
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The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$139.00 per night, plus taxes of \$18.76 per night. The Department is requesting additional subsistence of \$11.00 per day to cover the cost for meals and incidentals. The airfare cost of \$187.96, registration cost of \$270.00 and total hotel cost of \$315.53 were prepaid using a City-issued credit card assigned to Ms. Renee Newton. Therefore, the disbursement to Ms. Ianacone is \$140.00.

AGENDA

BOARD OF ESTIMATES

4/24/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Innovation - cont'd</u>			
3. Justin Elszasz	Engaging Local Government Leaders 19 <sup>th</sup> Annual Conference Durham, NC May 15 - 17, 2019 (Reg. Fee \$270.00)	Special Funds	\$ 913.49

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$139.00 per night plus taxes of \$18.76 per night. The Department is requesting additional subsistence of \$11.00 per day to cover the cost for meals and incidentals. The airfare cost of \$187.96, registration cost of \$270.00 and total hotel cost of \$315.53 were prepaid using a City-issued credit card assigned to Ms. Renee Newton. Therefore, the disbursement to Mr. Elszasz is \$140.00.

4. Daniel Hymowitz	Engaging Local Government Leaders 19 <sup>th</sup> Annual Conference Durham, NC May 15 - 17, 2019 (Reg. Fee \$270.00)	Special Funds	\$ 913.49
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The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$139.00 per night plus taxes of \$18.76 per night. The Department is requesting additional subsistence of \$11.00 per day to cover the cost for meals and incidentals. The airfare cost of \$187.96, registration cost of \$270.00 and total hotel cost of \$315.53 were prepaid using a City-issued credit card assigned to Ms. Renee Newton. Therefore, the disbursement to Ms. Hymowitz is \$140.00.

**AGENDA**

**BOARD OF ESTIMATES**

**4/24/2019**

**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
5. Michael Gallagher	Water Environment Federation 2019 Residuals and Biosolids Fort Lauderdale, FL May 7 - 10, 2019 (Reg. Fee \$690.00)	Waste-water Utility	\$1,754.16

The subsistence rate for this location is \$190.00 per night. The hotel cost is \$195.00 per night, plus hotel taxes of \$23.40 per night. The Department is requesting additional subsistence of \$5.00 per day for hotel costs and \$40.00 per day for meals and incidentals. The registration fee of \$690.00 was prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Mr. Gallagher will be disbursed \$1,064.16.

**RETROACTIVE TRAVEL APPROVAL**

Mayor's Office of Emergency Management

6. Jennifer Meleady	2018 MDEMA Homeland Security and Emergency Management Symposium Ocean City, MD May 29 - Jun. 1, 2018 (Reg. Fee \$0.00)	FY16 Urban Area Security Initiative Grant	\$ 329.11
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Ms. Meleady traveled to Ocean City, Maryland on May 29, - June 1, 2018 to attend the 2018 MDEMA Homeland Security and Emergency Management Symposium.

The subsistence rate for this location was \$172.00 per day. The hotel rate was \$120.00 per day, plus \$12.60 per day for hotel taxes.

AGENDA

BOARD OF ESTIMATES

4/24/2019

RETROACTIVE TRAVEL APPROVAL

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Emergency Management - cont'd</u>			

Ms. Meleady personally incurred the cost of transportation, tolls, hotel costs, hotel taxes, and meals and incidentals. Ms. Meleady stayed one hotel night on May 29, 2018 because she spent the other days of the conference with family. Therefore, Ms. Meleady will be reimbursed \$329.11.

TRAVEL REIMBURSEMENT

- \$156.96 - Transportation (Mileage)
- 20.00 - Tolls
- 120.00 - Hotel (\$120.00 per day x 1)
- 12.60 - Hotel Taxes (\$12.60 per day x 1)
- 19.55 - Meals and Incidentals
- \$329.11 - Total Reimbursement**

The retroactive travel approval and travel reimbursement is late because Ms. Meleady's reimbursement request with back up documentation was submitted on time, but it was inadvertently lost.

AGENDA

BOARD OF ESTIMATES

4/24/2019

PROPOSALS AND SPECIFICATIONS

1. Department of Recreation and Parks - RP 19803, Patterson Park Athletic Field Lighting  
**BIDS TO BE RECV'D: 6/05/2019**  
**BIDS TO BE OPENED: 6/05/2019**
  
2. Department of General Services - GS 17811, Northeastern District Police Station Improvements and Roof Replacement  
**BIDS TO BE RECV'D: 6/05/2019**  
**BIDS TO BE OPENED: 6/05/2019**
  
3. Department of Transportation - TR 14302, Greenmount Avenue Streetscape 29<sup>th</sup> Street to 43<sup>rd</sup> Street  
**BIDS TO BE RECV'D: 6/12/2019**  
**BIDS TO BE OPENED: 6/12/2019**
  
4. Department of Transportation - TR 15307, Belair Road Streetscape from Cook Avenue to Lasalle Avenue  
**BIDS TO BE RECV'D: 6/19/2019**  
**BIDS TO BE OPENED: 6/19/2019**

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED