

## NOTICES

### PROTESTS

**ALL PROTESTS MUST BE RECEIVED NO LATER THAN 12:00 NOON ON TUESDAY, PRECEDING THE BOARD OF ESTIMATES' MEETING.**

**ALL PROTESTS MUST BE IN WRITING AND STATE:**

1. whom you represent,
2. what the issues are, and
3. how the protestant will be harmed by the proposed Board of Estimates' action.

Please submit all protests to Board of Estimates, Attn: Clerk, Room 204 City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202.

**BOARD OF ESTIMATES' AGENDA - SEPTEMBER 28, 2011**

**BOARDS AND COMMISSIONS**

1. Prequalification of Contractors

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

Dixie Construction Company, Inc.	\$ 8,000,000.00
Gray & Son, Inc.	\$167,967,000.00
J.M. Browning, Inc.	\$ 504,000.00
Mace Electric Company, Inc, and Mace Electrical Services, Inc.	\$ 8,000,000.00
Mitchell Plumbing & Heating, Inc.	\$ 1,500,000.00
North Point Builders, Inc.	\$ 8,000,000.00
R.E. Harrington Plumbing & Heating Company, Inc.	\$ 8,000,000.00
Schnabel Foundation Company	\$206,730,000.00
Siemens Industry, Inc.	\$ 8,000,000.00
Sustainable Services Corporation	\$ 1,500,000.00
Unity Construction of D.C., Inc. dba Unity CMS	\$ 1,500,000.00

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**BOARDS AND COMMISSIONS** - cont'd

2. Prequalification of Architects and Engineers

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

Louis Berger Water Services, Inc.	Engineer
The Constellation Design Group, Inc.	Engineer
Findling, Inc.	Engineer
Froehling & Roberston, Inc.	Engineer
Greenman-Pedersen, Inc.	Landscape Architect Engineer Land Survey
MBP	Engineer

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Circuit Court - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the Family League of Baltimore City, Inc. The period of the agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$95,000.00 - 5000-539210-1100-668100-405001

**BACKGROUND/EXPLANATION:**

The Circuit Court received a grant award from the Administrative Office of the Courts - Office of Problem Solving Courts to pay for two staff positions in the Family League's Family Recovery Program (FRP), the family dependency treatment court of Baltimore City. This agreement will cover the salary and benefits for the two staff persons, the FRP Court Coordinator at \$54,000.00 and the FRP Reengagement Specialist at \$41,000.00. The positions will be managed and supervised by the Family League of Baltimore City, Inc.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Mayor's Office of Employment Development - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a grant award from the Department of Labor, Licensing and Regulation (DLLR). The period of the grant award is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$193,184.00 - 4000-805612-6312-456000-404001

**BACKGROUND/EXPLANATION:**

This grant will fund three Early Intervention Facilitator positions. The positions are responsible for delivering an Early Intervention Curriculum to unemployment insurance claimants and other job seekers.

The Early Intervention Facilitators will deliver the established curriculum and perform duties such as conducting workshops and coaching as well as guiding job seekers in career development. In addition, the Early Intervention Facilitators will assist with resume preparation, labor market information, job seeking, and maintaining skills and software instruction.

The grant award is late for Board approval due to a delay in receiving the notification of the award.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Mayor's Office of Human Services/- TRANSFER OF LIFE-TO-DATE  
Homeless Services Program                      SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Gloria J. Townsend.

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

<u>NAMES</u>	<u>DAYS</u>
Evangeline C. Keita	5
Peter Pakas	5
Yogesh I. Mehta	5
	<u>15</u>

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Mayor's Office of Human Services/- Grant Agreement  
Homeless Services Program

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Joseph Richey House, Inc. The period of the agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$29,313.00 - 4000-490912-3573-333672-603051

**BACKGROUND/EXPLANATION:**

The Joseph Richey House, Inc. located at 828 North Eutaw Street will provide 249 bed days and supportive care to qualified end stage AIDS patients. Services will include but not be limited to room and board and 24-hour medical support, nursing care, food, laundry and medicine to AIDS patients who are terminally ill and who are unable to be served in their own home.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

TRANSFERS OF FUNDS

\* \* \* \* \*

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

8 - 11

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



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BOARD OF ESTIMATES

09/28/2011

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning/Mayoralty Related</u>		
1. <b>\$107,083.00</b>	9904-901038-9127	9904-910039-9127
Gen. Funds	CATV's	CATV's
	Active	Phase II

This transfer will remove the remaining balance of funds from the CATV's Phase II. Phase II will continue the placement of cameras at various locations throughout the City.

Department of Housing and Community Development

2. <b>\$ 50,000.00</b>	9910-902981-9587	9910-905091-9588
29 <sup>th</sup> CDB FY2011	Acquisition/ Relocation Fund	Planning Dept. Monitoring
	Reserve	

This transfer will provide funding for the Planning Department's monitoring of Development activities and costs associated with the Design Advisory Panel for fiscal year 2011 and 2012.

3. <b>\$200,000.00</b>	9910-906074-9587	9910-907174-9588
General Funds	Land Bank	Land Resources
	Reserve	- Blight

This transfer will provide funding for Land Resources to cover the costs of construction, labor, and furniture associated with the 10<sup>th</sup> and 11<sup>th</sup> floor renovation project.

Department of General Services

4. <b>\$ 28,000.00</b>	9916-904171-9194	9916-905171-9197
General Funds	Reserve	Active

This transfer will cover the costs associated with the replacement of fifteen broken windows in the Historic Howard Peter Rawlings Conservatory.

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BOARD OF ESTIMATES

09/28/2011

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		
5. <b>\$900,000.00</b>	9916-902591-9194	9916-903593-9197
Federal	MEA Sunburst	MEA Sunburst
Revenue	Program -	Program -
	Reserve	Active

On July 20, 2011, the Board approved a contract with Johnson Controls, Inc. (JCI) to install solar panels at the Back River Waste Water Treatment Plant. The cost of the project is \$4,168,580.00 with \$900,000.00 being funded by the MEA Sunburst Grant and the remainder funded through a Master Lease managed by the Bureau of Treasury Management. The transfer to an active account will allow payment to be made to JCI.

Baltimore Development Corporation

6. \$ 30,000.00	9910-901870-9600	9910-906575-9601
20 <sup>th</sup> EDF	Constr. Res.	E. Balto. Ind.
	Business	& Coml. Dev.
	Incubators & Ctrs.	
300,000.00	9910-905575-9600	9910-906575-9601
22 <sup>nd</sup> EDF	Constr. Res.	E. Balto. Ind.
	E. Balto. Com-	& Coml. Dev.
<b>\$ 330,000.00</b>	mercial	

This transfer will provide funds towards the demolition expenses associated with the former Ainsworth Paint manufacturing facility located at 3200 East Biddle Street. This project will be managed by the Department of General Services.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
7. \$ 1,109.60 19 <sup>th</sup> EDF	9910-904982-9600 Constr. Res. Coml. Rev. Program	9910-902879-9601 Coml. Rev.
500.00 19 <sup>th</sup> EDF	9910-994001-9600 Constr. Res. Unallocated Res.	9910-902879-9601 Coml. Rev.
2,217.53 20 <sup>th</sup> EDF	9910-902873-9600 Constr. Res. Brownsfield Incentive Fund	9910-902879-9601 Coml. Rev.
16,666.70 20 <sup>th</sup> EDF	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Dev.	9910-902879-9601 Coml. Rev.
6,000.00 22 <sup>nd</sup> EDF	9910-902873-9600 Constr. Res. Brownsfield Incentive Fund	9910-903873-9601 Brownsfield Incentive Fund
9,480.00 22 <sup>nd</sup> EDF	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Dev.	9910-902879-9601 Coml. Rev.
132.50 22 <sup>nd</sup> EDF	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Dev.	9910-904354-9601 W. Balto. Ind. & Coml. Dev.
5,160.10 22 <sup>nd</sup> EDF	9910-904982-9600 Constr. Res. Coml. Rev. Program	9910-902879-9601 Coml. Rev.

AGENDA

BOARD OF ESTIMATES

09/28/2011

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
518.25 22 <sup>nd</sup> EDF	9910-905575-9600 Constr. Res. E. Balto. Ind. & Coml. Dev.	9910-902879-9601 Coml. Rev.
12,962.39 22 <sup>nd</sup> EDF	9910-904115-9600 Constr. Res. West Side Initiative	9910-905825-9603 West Side Downtown
<hr/> <b>\$54,747.07</b>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending June 30, 2011.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 001 to STV, Inc. under Project No. 1113, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction.

**AMOUNT OF MONEY AND SOURCE:**

\$307,037.00 - 9950-909710-9514-900010-703032

**BACKGROUND/EXPLANATION:**

This task assignment provides authorization for the reconstruction of Kent Street from Annapolis Road to Westport MTA Light Rail Station. The reconstruction will include new curb, sidewalk, roadway pavement rehabilitation, pedestrian ramp modification, duct bank, conduit, signing, roadway marking, street lighting, and landscaping.

The consultant/contractor will comply with Title 49, Code of Federal Regulations, part 26 and the DBE goal established in the original agreement.

**DBE: 25%**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Transportation - FY 2012 Budget Corrections

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a list of changes that are required for the FY 12 Budget: 1) transfer of parking meter shop from the Department of Transportation (DOT) to Parking Authority of Baltimore City (PABC) and 2) Restoration of abolished positions and substitute new positions/line item adjustment in its place.

**AMOUNT OF MONEY AND SOURCE:**

No fiscal impact. MVR, General and Parking funds

**BACKGROUND/EXPLANATION:**

The DOT currently manages all single space parking meters and the PABC manages all multi-space parking meters known as the EZ Park Meter Program. The DOT and the PABC believe that the metered parking program should be managed by a single entity.

During the preparation of FY 12 budget, the DOT and PABC were in discussions for the transition of the Meter Shop from the DOT to the PABC and the budgetary move could not be completed during the FY 12 budget process. The DOT and the PABC believe this consolidation of parking meters will realize cost savings and increased parking meter revenues to the City. This involves moving Activity number six in service number 682, at a total value of \$1,060,126.00 to the PABC. This also includes seven budgeted positions, six filled and one vacant as submitted.

As the DOT cannot transfer the positions to the PABC, the DOT is requesting the Board approval to abolish these positions and to move the total value of personnel to contractual employees without changing the bottom line value. This will result in six lay-offs. Additionally, the DOT is requesting approval to restore three abolished positions and substitute two positions in its place and make line item adjustments for the difference in value as submitted.

**APPROVED FOR FUNDS BY FINANCE.**

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Transportation - Resolution

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a resolution for the utilization of the Design Build procurement method for public works projects. The resolution will be effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Design-Build is a project delivery method by which the City contracts with an entity that has responsibility for the design and construction of the project under a single contract with the City.

This project delivery method for public works may be advertised for award based on Request for Proposal. Authority for the use of this procurement method is established by Article V, Section 11(h)(1)(ii) of the Baltimore City Charter, which provides that the Board of Estimates may award a contract "...or in the case of Requests for Proposals to the highest scoring responsive and responsible bidder." In order to advertise and award a contract under design-build, the sponsoring agency must satisfy numerous criteria and receive approval of the Design-Build Executive Committee, comprised of several Cabinet members.

**MBE/WBE PARTICIPATION:**

Minority and Women's Business Enterprise participation goals will be assigned separately for the design and construction phases of each contract to be advertised.

The resolution is submitted as follows:

Department of Transportation - cont'd

**RESOLUTION  
OF  
THE BOARD OF ESTIMATES OF BALTIMORE CITY  
FOR  
UTILIZATION OF THE DESIGN-BUILD METHOD**

**WHEREAS**, the Mayor and City Council of Baltimore, acting by and through the Board of Estimates, pursuant to Article VI, Section 11(a) of the Charter of Baltimore City, 1996 Edition, as amended, ("Charter") is responsible for awarding contracts and supervising all purchasing by the City; and

**WHEREAS**, the Charter, states, inter alia, at Article VI, Section 17, that "...no expenditure for any new improvement shall be made out of any appropriation in the Ordinance of Estimates, unless the plans for such improvement are first submitted to and approved by the Board of Estimates."; and

**WHEREAS**, the Charter, states, in pertinent part, at Article VI, Section (h)(ii) that "After opening of bids, the Board of Estimates shall award the contract, as an entirety to the lowest responsive and responsible bidder or...in the case of Requests for Proposals to the highest scoring responsive and responsible bidder."

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ESTIMATES OF BALTIMORE CITY**, that the following policy be formally adopted by this Board:

1. The Board of Estimates has determined that it is in the best interests of the City to permit alternative project delivery methods for public works project which may be



**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Transportation - cont'd

advertised for award based on a Request For Proposals utilizing the Design-Build Alternative Project Delivery Method.

2. The Board of Estimates hereby adopts the **Design-Build Project Delivery Procedures**, a copy of which is attached as **Exhibit I**.

3. This Resolution shall take effect upon the date of approval by the Board of Estimates.

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

# **EXHIBIT I**

## BOARD OF ESTIMATES POLICY REGARDING THE USE OF DESIGN-BUILD PROJECT DELIVERY

### SECTION I: PURPOSE

The purpose of this policy, which may be used by any agency responsible for the construction of public works, is to establish guidelines for the use of the design-build project delivery method. Authority for the use of design-build is established by Article VI, Section 11(h)(1)(ii) of the Baltimore City Charter, which provides that the Board of Estimates may award a contract “..in the case of Requests for Proposals to the highest scoring responsive and responsible bidder...”

### SECTION II: DEFINITIONS

The following definitions are provided to assist in implementing this policy.

A. Affiliate means:

1. Any Person/entity that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with the Proposer or any Principal Participant; or
2. Any Person/entity for which 10% or more of the equity interest in such Person/entity is held directly or indirectly, beneficially or of record, by (1) the Proposer, (2) any Principal Participant, or (3) any Affiliate under part (A) of this definition.

B. Alternative Technical Concept (ATC) - any concept that is proposed as an alternative to the Base Technical Concept. ATCs include any project alignment other than described in the Request for Proposal and any other modification of the project as defined in the requirements of the scope of work.

C. Best and Final Offer (BAFO) – is a proposal requested by the contracting agency when the evaluation team believes that the price proposal could or should be better, or when some elements of the technical proposal require clarification.

D. Base Technical Concept (BTC) -- the design concept and performance requirements set forth in the Scope of Work and in other parts of the Request for Proposal for the work to be designed and constructed.

E. Best Value (BV) -- a selection process based on a combination of value and price offered by a Proposer. The process gives credit for factors defined in the Design Build Procurement Plan and Request For Proposals, which may include but are not limited to design excellence, functional efficiency, team experience, construction methodology, and contract time, and weighs these factors relative to the price proposal of the Proposer.

- F. City -- the City of Baltimore
- G. City's Project Manager -- the person representing the City and having direct supervision of the administration and execution of the Contract under the direction of the Department Director.
- H. Confidential Meeting – As allowed by Section V and VIII, under certain circumstances it may be in the best interest of the City to hold a confidential meeting with one or more of the Proposers individually. Attendance shall be limited to members of the Proposal Evaluation Team and designated technical resource members as deemed necessary by the Proposal Evaluation Team.
- I. Conceptual Plans -- preliminary plans, developed to the 30% stage of completion level that convey the basic intent and parameters of the project. The design may need to be developed by the Preliminary Design Team to a greater level (>30%) of detail to establish, for example, right-of-way needs, utility relocations and environmental impacts.
- J. Contracting Agency – is the department responsible for the particular public work to be constructed.
- K. Contract Specifications (CS) - A part of the Request for Proposals or Invitation for Bids. The Contract Provisions; General Provisions; Terms and Conditions; Special Provisions and Special Provision Inserts; Miscellaneous Contract Details; and the Proposal Form Packet. Appendices are provided, when appropriate, to include such items as Soil, Stormwater Management and Structural Boring Logs, Traffic / Accident Data, Test Pit Logs, and other information determined to be necessary or desired to be provided to the Design Build Contractor.
- L. Control - means the possession, directly or indirectly, of the power to cause the direction of the management of a Person, whether through voting securities, by contract, by family relationship, or otherwise, when considered in the context of Section X.
- M. Designer -- a Principal Participant, Specialty Subcontractor, or in-house designer that leads the team furnishing or performing the design of the project.
- N. Design-Build (D-B) -- a project delivery methodology by which the City contracts with an entity that has responsibility for the design and construction of the PROJECT under a single contract with the City.
- O. Design-Builder -- the entity selected pursuant to the Request for Proposals that enters into the Contract with Baltimore City to design and construct the PROJECT.
- P. Design-Build Executive Committee – includes the Directors of the Departments of Transportation, Public Works and General Services, the Chief of the Minority and Women's Business Opportunity Office, and the City Solicitor. The Chairman of the Executive Committee shall be appointed by the Mayor from among the members
- Q. Design-Build Procurement Plan (DBPP) – the project-specific plan developed by the Contracting Agency, approved by the Design Build Executive Committee and

recommended to the Board of Estimates by virtue of the Request for Proposal requirements that govern the procurement method to be used on the project.

- R. Invitation for Bids (IFB) - a written solicitation issued by the City to solicit proposals for design and construction services in a one step, low bid design-build procurement process.
- S. Preliminary Design Team (PDT) -- In-house and/or consultant staff responsible for the development of the project's Advertisement Package – Conceptual Plans, Request For Proposals, and Contract Specifications.
- T. Principal Participant -- any of the following entities:
  - A) The Proposer;
  - B) If the Proposer is a joint venture, partnership, limited liability company, or other form of association, any joint venture, partner, or member; and/or
  - C) Any Person holding (directly or indirectly) a 15% or greater interest in the Proposer.
- U. Project -- the improvements to be designed and constructed by the Design-Builder and all other Work product to be provided by the Design-Builder in accordance with the Contract Documents.
- V. Project Management Team (PMT) -- the representatives of the CITY led by the CITY Project Manager assigned to the project.
- W. Proposal Evaluation Team (PET) -- the representatives of the CITY responsible for proposal evaluation. The Proposal Evaluation Team consists of not more than 5 members, at least one of whom must be from a City agency other than the procuring agency. In addition, the Proposal Evaluation Team may use non-voting technical resource members who can provide expertise in areas including, but not limited to: Contract Management, Engineering, Construction, Procurement, Legal or any other area that requires specialized knowledge and expertise.
- X. Proposer – an entity submitting a Proposal or Statement of Qualifications (SOQs) for the project in response to the Request for Proposals.
- Y. Reduced Candidate List (RCL) -- the list of those Proposers that have submitted SOQs, and that the City determines, through evaluation in accordance with the DBPP are the most highly qualified proposers to perform the Work.
- Z. Request for Proposals (RFP) -- a written solicitation issued by the City to solicit proposals for design and construction services in a two step design-build procurement process. The RFP includes: Step One: Request for Qualifications and Step Two: Request for Technical and Price Proposals.
- AA. Request for Qualifications (RFQ) -- the first step in the two step RFP process, the RFQ is the written solicitation issued by the City seeking SOQs to be used to identify and create a Reduced Candidate List (RCL) of the most highly qualified D-B Proposers to receive the Step Two: Request for Technical and Price Proposals for the PROJECT.

- BB. Statement of Qualifications (SOQ) -- the information prepared and submitted by a Proposer in response to the RFQ.
- CC. Work - the furnishing of all labor, material, equipment, and other incidentals necessary or convenient to the successful completion of the PROJECT and the carrying out of all the duties and obligations imposed by the Contract.

### **Section III: Types of Projects Suitable for Design-Build Project Delivery**

1. The following categories are types of projects that generally may be suited for Design-Build contracts:
  - a. Emergency and repair projects
  - b. Projects directly supporting economic development/enhancement
  - c. Projects using specialty or innovative designs and construction methods or techniques
  - d. Projects to maximize the use of available funding (i.e. Federal, Bonds, , etc.)
  - e. Projects deemed by the City to have expedited scheduling requirements
  - f. Projects that do not lend themselves to normal Design-Bid-Build procedures
2. Paragraph 1 of this Section is not intended to limit the decision making authority of the Design-Build Executive Committee.

### **Section IV: Establishing the Use of Design-Build Project Delivery**

1. When a Contracting Agency seeks to use the Design-Build project delivery method for a project, the contracting agency shall:
  - a. As early as reasonable in the project development phase, and at a minimum prior to achieving 30% design approvals, request evaluation by the Design-Build Executive Committee of the Contracting Agency's Design Build Procurement Plan.
  - b. In advance of meeting with the Design-Build Executive Committee, provide to the members of the Design-Build Executive Committee the Design-Build Procurement Plan containing, at a minimum, the following items:
    - i. Project Description and Scope of WorkProject budget and funding sources
    - ii. Project Management Team, including project manager/engineer, construction manager and any consultants retained for service on the project.

- iii. Project Management/Oversight Plan
- iv. Project Schedule
- v. Project stakeholders and coordination requirements
- vi. Project right-of-way requirement and status of right-of-way acquisition, if any
- vii. Project requirements for utility and railroad coordination, if any, and identification of responsibility for obtaining utility and railroad approvals
- viii. Required local, state or federal environmental approvals and the status of each, if required, as well as an identification of responsibility for obtaining environmental approvals
- ix. Reasons for using Design-Build method of project delivery
- x. Analysis of project risks and risk mitigation plans
- xi. Proposed Procurement methodology (see Section V) and scoring plan, including whether project construction cost or project life-cycle cost shall be the basis for scoring of the cost proposal.
- xii. Preliminary identification of Proposal Evaluation Team members and non-voting technical resource members, who shall remain confidential
- xiii. Proposed methods for cost review/cost containment on change orders
- xiv. Requested stipend amount and number of stipends to be paid, if any
- xv. Proposed use of Alternative Technical Concepts with evaluation plan, if appropriate
- xvi. Proposed MBE/WBE or DBE goals, as established by the Minority/Women's Business Opportunity Office
- xvii. Request for waiver of Section X of this policy, if any.
- xviii. Additional information which may be useful to the Executive Committee, if any

2. Upon receipt of the Design-Build Procurement Plan from the Contracting Agency, the Design-Build Executive Committee shall convene and consider the appropriateness of the Contracting Agency request relative to the best interests of the City. The Design-Build Executive Committee may:

- a. Approve the request of the Contracting Agency; or,
  - b. Approve the request of the Contracting Agency, subject to certain modifications of the project plan; or,
  - c. Reject the request of the Contracting Agency; or,
  - d. Defer a decision on the request pending further information
3. In making its recommendation, the Design-Build Executive Committee shall consider:
- a. The Design-Build Procurement Plan submitted by the contracting agency.
  - b. The capacity of the Contracting Agency to suitably manage a project under the design-build project delivery method.
  - c. Whether the project is of sufficient size and technical complexity to warrant an alternative method of project delivery.
  - d. The availability and suitability of local engineering and construction firms to engage in design-build project delivery vs. design-bid-build project delivery.
4. A decision of the Design-Build Executive Committee to approve a request shall be unanimous among the members participating in the decision. Should the Design-Build Executive Committee approve the request of the Contracting Agency, the Contracting Agency may proceed with developing the Request For Proposals in accordance with the Design-Build Procurement Plan.
5. Proposal scoring for Best Value procurements shall be calculated using points and may include pass/fail factors for mandatory requirements. The Design-Build Executive Committee shall not approve any scoring methodology in which the value of the price proposal is less than 50%.

#### **Section V: Authorized Design-Build Procurement Methodologies**

The Design-Build Executive Committee may approve and recommend to the Board of Estimates only the following project selection methodologies:



1. One-Step Low-Bid:

- a. Upon approval of the Board of Estimates to advertise the Invitation for Bids, the Board shall open bids and award the contract, as an entirety, to the lowest responsive and responsible bidder.

2. Two-Step, Low-Bid

- a. Upon approval of the Board of Estimates to advertise the RFP:Step One Request for Qualifications , the Board shall receive and refer all Proposers Statement of Qualifications to the Contracting Agency for evaluation.
- b. The Proposal Evaluation Team shall evaluate the Statement of Qualifications and establish the Reduced Candidate List pursuant to the Design Build Procurement Plan. The Reduced Candidate List shall be limited to no more than five Proposers.
- c. The Contracting Agency shall request that the Board of Estimates notify the Proposers included in the Reduced Candidate List and provide the RFP: Step Two Technical and Price Proposal to only the Reduced Candidate List.
- d. Upon receipt of the Technical and Price Proposals from the Reduced Candidate List, the Board of Estimates shall receive and refer the Technical Proposal only to the Contracting Agency.
- e. The Proposal Evaluation Team shall evaluate the Technical Proposal on a pass/fail basis. The Board of Estimates shall then open the Price Proposals of those Proposers having received a passing Technical Proposal rating; Proposers receiving a failing rating on the Technical Proposal shall have their Price Proposals returned unopened.
- f. The Board of Estimates shall award the contract, as an entirety, to the lowest responsive and responsible bidder.

3. Best Value

- a. Upon approval of the Board of Estimates to advertise the RFP: Step One Request for Qualifications, the Board shall receive and refer the Statement of Qualifications by all Proposers to the Contracting Agency for evaluation.
- b. The Proposal Evaluation Team shall evaluate the Statement of Qualifications and establish the Reduced Candidate List pursuant to the Design Build Procurement Plan. The reduced candidate list shall be limited to no more than 5 Proposers.
- c. The Contracting Agency shall request that the Board of Estimates notify the Proposers of the Reduced Candidate List and provide the RFP: Step Two Technical and Price Proposal to only the Reduced Candidate List.
- d. Upon receipt of the Technical and Price Proposals from the Reduced Candidate List, the Board of Estimates shall receive and refer the Technical Proposal only to the Contracting Agency.
- e. The Proposal Evaluation Team shall evaluate the Technical Proposal and establish a technical score pursuant to the DBPP.
- f. After evaluation and scoring of the Technical Proposals is complete, the Board of Estimates shall refer the Price Proposals to the Contracting Agency for scoring. The Project Evaluation Team shall combine the Technical and Price scores to establish the total score for each Proposal. If the Project Evaluation Team decides not to solicit a Best and Final Offer pursuant to Paragraph G of this Section, the Contracting Agency shall recommend to the Board of Estimates award of the contract to the highest scoring Proposer.
- g. Proposers scoring at least 70% of the total score and within 10% of the top scoring proposer, including the top scoring proposer, shall be considered within the Competitive Range. The Proposal Evaluation Team may, at its sole discretion, request Proposers within the Competitive Range :
  - i. Further develop or refine certain concepts into a Best and Final Offer.
  - ii. Meet with the Proposal Evaluation Team in a Confidential Meeting to discuss the Proposal, its strengths and weaknesses, and any other

information necessary for the proposer to develop a Best and Final Offer.

- h. All Proposers within the Competitive Range shall be afforded equal opportunity to submit a Best and Final Offer, but are not required to do so. If the Competitive Range includes only one proposer, or if the price proposals for all proposers within the Competitive Range exceed the available funding, the Proposal Evaluation Team may, at its sole discretion, expand the Competitive Range to include additional Proposers. Written requests for Best and Final Offers shall include specific instruction for the Best and Final Offer submittals, and shall require submittal to the Board of Estimates on or before an established date.
- i. Best and Final Offer submittals received by the Board of Estimates shall be referred to the Contracting Agency in the same manner as the initial Technical and Price Proposals. The Proposal Evaluation Team shall score the Best and Final Offer Proposals anew in the same manner as the initial Technical and Price Proposals. Scoring of the Best and Final Offer replaces the scoring of the initial offer, except that should a Proposer fail to submit a Best and Final Offer, or submit a non-responsive Best and Final Offer, the Initial Technical and Price Proposal for that Proposer shall remain under consideration. Proposers that were outside the initial Competitive Range and from whom a Best and Final Offer was not solicited are not considered.
- j. Scoring of Technical and Price Proposals, whether for initial scoring or Best and Final Offer scoring, shall be as follows:
  - i. Price Points awarded = Lowest Responsive price of all Proposers divided by the Proposer's price, multiplied by the percentage weight for the price proposal as designated in the approved Design Build Procurement Plan scoring plan.  
  
For example, the lowest price proposal is \$12,200,000. Another Proposer submits a price proposal of \$12,700,000. The price proposal is weighted at 60% and technical proposal is weighted at 40%.

						Price Weight		Price Points
Low Proposer	\$	12,200,000	=	0.961	X	60.00%	=	57.66
Proposer Scored	\$	12,700,000						

- ii. Technical Points awarded = Proposer Technical Points as scored by the Proposal Evaluation Team, divided by maximum possible Technical Points, multiplied by the percentage weight for the technical proposal as designed in the approved Design Build Procurement Plan scoring plan.

						Technical Weight		Technical Points
Scored Points		71	=	0.888	X	40.00%	=	35.52
Max. Possible		80						

- iii. The final score of each Proposer shall equal the number of points scored on the Technical Proposal plus the number of points scored on the Price Proposal.
- k. The Contracting Agency shall recommend to the Board of Estimates award of the contract to the highest scoring Proposer as calculated in Paragraph (j) of this Section.
- l. Should the Project Evaluation Team determine that only one Proposer has submitted a Proposal within the competitive range, the Project Evaluation Team may conduct limited negotiations with the Proposer. Said negotiations shall be limited to clarification of technical approach to the project, schedule, and cost. The Project Evaluation Team may not negotiate with the Proposer on any item which would materially affect the Scope of Work such that a re-issuance of the RFP would be warranted.

4. For the purpose of this section, the initial offer submitted to the Board of Estimates shall satisfy the 90-day maximum period allowable under Article VI, Section 11(c) of the City Charter.

#### **Section VI: Payment of Stipends**

1. For Two Step Procurements, The Design Build Procurement Plan approved by the Design Build Executive Committee and recommended to the Board of Estimates may include payment of a stipend to Proposers on the Reduced Candidate List who submit a responsive and responsible Technical and Price Proposal.
2. Notwithstanding Paragraph (1) of this Section, a stipend shall not be paid to the Proposer awarded the contract.
3. With its proposals, a Proposer must submit a plan for how the stipend will be divided among the Proposer and those subconsultants and subcontractors participating in the development of the Proposal. Nothing in this paragraph shall require that the Principal Participant make payment to any subconsultant or subcontractor; however, the stipend plan shall be agreed to in writing by all subconsultants and subcontractors participating in the development of the Proposal in order for stipend payment to be made to the Proposer.
4. No stipend for any one Proposer may exceed  $2/10^{\text{th}}$  of one percent (0.2%) of the City engineer's estimated project's total design and construction cost.
5. In order to receive payment of the stipend, the Proposer shall submit such supporting documentation as may be required by the Contracting Agency in order to establish that the work performed in developing the Proposal is equal to the value of the stipend.
6. The terms and conditions of the stipend agreement and distribution plan shall be included in the RFP and the stipend agreement shall be executed with the submission of the Proposal. The payment of the stipend shall be conditioned on the right to use any ideas or information contained in the Proposal in connection with any Contract awarded for the project, or in connection with any subsequent procurement, subject to the obligation to pay a stipend. Proposers shall have the option to waive the stipend

payment, and the agreement shall provide for such indication. Waiver of stipend payment shall have no bearing on the responsiveness of the Proposal.

**SECTION VII: Participation by Minority and Women-Owned Businesses**

1. It is the policy of the Board of Estimates that all current policies relating to the use of minority and women-owned business or disadvantaged business enterprises, as may be required on certain federally funded projects, be applied to contracts procured using the Design-Build project delivery method.
2. In establishing the MBE/WBE goals, MWBOO shall set separate goals for the design and construction elements of the project. It is recognized that changes in MBE/WBE subcontractors may be required as the final design and construction process moves ahead. It is the City's intent to approve such changes provided that prequalification standards have been met and that achievement of the overall project MBE/WBE goals is unaffected by the change in subcontractor(s).
3. Upon requesting that a DBE goal be established for certain federally-funded projects, the Contracting Agency shall request that the goal-setting agency establish separate goals for the design and construction elements of the project.

**SECTION VIII: Alternate Technical Concepts**

1. If included in the approved Design Build Procurement Plan, the Request for Proposals may allow Proposers to incorporate innovative Alternative Technical Concepts (ATCs) into their proposals that differ from the Base Technical Concept provided in the RFP. The RFP shall include specific information regarding the submittal format, acceptable time period and any limitations on acceptable subject matter for ATC submission.
2. ATCs received by the Board of Estimates shall be referred to the Contracting Agency for review by the Proposal Evaluation Team. ATCs shall be considered confidential. The handling, review and approval processes for the ATC's by the City shall be conducted

with the utmost sensitivity. Following review, the Contracting Agency shall respond to the Proposer in one of the following manners:

- a. The ATC is approved as submitted.
  - b. The ATC may be resubmitted for approval subject to certain modifications.
  - c. The ATC is not approved and shall not be resubmitted.
  - d. A Confidential Meeting is requested to further clarify and discuss the ATC. Discussions at said meeting shall be strictly and narrowly contained to the details of the ATC and shall not discuss any other matters. After the Confidential Meeting, the Contracting Agency shall respond in writing to the Proposer in accordance with a, b or c above.
3. Approved ATC's may be included in the project at the option of the Proposer. The Proposer shall indicate within the Proposal which approved ATC's are being used, and these ATC's shall become part of the Contract Specifications.

#### **SECTION IX: Change Orders for Design and Construction**

All change orders for a Design-Build project shall be approved by the Department of Audits, Change Order Review Committee and the Board of Estimates prior to advising the contractor to proceed with the change.

#### **SECTION X: Prequalification, Limitations on Participation by Certain Firms, and Conflicts of Interest**

1. All Proposers participating on a Design-Build proposal shall be pre-qualified by the Office of Boards and Commissions in accordance with the policies in effect at the time of the proposal. At a minimum, the Principal Participant(s) and all named design firms and design subconsultants shall be prequalified as of the date of RFP Statement of Qualifications (if required) or Technical and Price Proposal submission. Provided that all member firms of a joint venture are individually prequalified, the joint venture entity is not required to be pre-qualified.
2. Any Person that has or will receive monetary compensation as a consultant or subconsultant under a contract with the City to develop the conceptual plan, RFP,

and/or has been retained to review the City's proposed plans for this procurement, or any Person that is the employer of an individual that has been so retained, may not submit a Proposal for this procurement or be part of any Proposer submitting a proposal. The violation of this paragraph shall result in a Proposer not being considered responsible in the submission of its bid or proposal.

3. Participation by any of the following Persons on more than one Proposal will be deemed an organizational conflict of interest disqualifying the affected Proposers:
  - i. Principal Participant, Designer, subconsultant responsible for performing more than 15% of the design
  - ii. Subcontractor responsible for performing more than 20% of the construction
  - iii. an Affiliate of any such Person in i. and ii.

All Proposers affected by the conflict of interest will be disqualified, even if a Proposer is unaware of the conflict of interest, or if the Person or Affiliate causing the conflict is intended to have a different or lesser role than that described above. The violation of this paragraph shall result in a Proposer not being considered responsible in the submission of its bid or proposal.

4. By submitting its Proposal, each Proposer agrees that, if an organizational conflict of interest is thereafter discovered, the Proposer must make an immediate and full written disclosure to the City that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the City may, at its discretion, cancel the Contract. If the Proposer was aware of an organizational conflict of interest prior to the award of the Contract and did not disclose the conflict to the City, the City may terminate the Contract for default.
5. Where it is found that the requirements of paragraph 2 or 3 of this Section would unreasonably restrict competition or limit the participation of specialty consultants, subconsultants, suppliers or construction firms, the contracting agency with



approval from the Design Build Executive Committee may request the Board of Estimates to waive the relevant portions of this Section. Any such waiver shall be prominently indicated in the RFP.

**Section XI: CONFLICT WITH STATE OR FEDERAL LAWS AND REGULATIONS**

Where a project is governed by state or federal law or regulation and a particular requirement of same is in conflict with this policy, the state or federal law or regulation shall take precedence.

**SECTION XII: OTHER CITY POLICIES**

Unless specifically addressed herein, all policies adopted by the Board of Estimates relating to the procurement process remain in full force and effect. These policies include, but are not limited to: prequalification, minority and women-owned business participation, bid and surety bonds, wage rates, apprenticeship programs, etc.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Transportation (DOT) - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Whitman, Requardt & Associates, LLP, for Project No. 1134, On-Call Traffic Engineering Studies. The agreement is effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,500,000.00 - Upset limit - to be determined with each individual task

**BACKGROUND/EXPLANATION:**

The DOT has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission and now desires to utilize the services of Whitman, Requardt & Associates, LLP. The costs of services rendered will be on actual payroll rates not including overhead and burden times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits. The consultant will assist with the preparation of Traffic Impact Studies for proposed development projects; make recommendations for mitigating the adverse impact of a proposed development, design traffic control devices including signals, vehicle detection equipment, signs, pavement markings, and traffic calming installations; perform signal analysis, modeling, optimization and other task assigned by the Department.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

DOT - cont'd

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> RJM Engineers, Inc.	\$225,000.00	15.00%
Vision Engineering and Planning, LLC	<u>180,000.00</u>	<u>12.00%</u>
	<b>\$405,000.00</b>	<b>27.00%</b>
<b>WBE:</b> Phoenix Engineering, Inc.	\$135,000.00	9.00%

**MWBOO FOUND THE VENDOR IN COMPLIANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Transportation - Assignment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of consent to the assignment agreement between EA Engineering, Science and Technology, Inc. (Assignor) and Louis Berger Water Services, Inc. (Assignee), for Project 1161, Construction Management Services.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department has agreed to the assignment to Louis Berger Water Services, Inc., of all rights, titles, obligations, conditions in the contract for Project 1161, Construction Management by and between the City and the Assignor.

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of Water and Wastewater - Assignment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of consent to an assignment agreement between EA Engineering, Science, and Technology, Inc. (Assignor) and Louis Berger Water Services, Inc., (Assignee) for Project Nos. 1143E, 1131E, 1133E, 1014, 1046, 1067, 1084, and 1112.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Assignor will assign to Louis Berger Water Services, Inc. (Assignee) with its principal office located at 111 Market Place, Suite 1020, Baltimore, MD 21202, all of its rights, title obligations, conditions and interests in the above-mentioned eight contracts by and between the Assignor and the City.

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of Solid Waste - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with KCI Technologies, Inc., for Project 1157, On-Call Solid Waste Facilities Management Services. The agreement is effective upon Board approval for four years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$3,000,000.00 - various accounts to be assigned on a task by (Upset Limit) task basis

**BACKGROUND/EXPLANATION:**

The Bureau of Solid Waste has a need for rapid response for Solid Waste Facility Management Services as follows:

- designing landfill cells, leachate collection and remediation, sediment and erosion control, stormwater management, landfill gas collection system and landfill fencing;
- providing environmental monitoring services for Title V landfill and preparing reports to the Maryland Department of the Environment (MDE);
- providing study of waste-to-energy (WTE) ash impacts on the leachate collection/transport system and resolution;
- providing study of airborne ash particle impacts on the environment;
- providing operation and maintenance services to landfill gas collection; leachate pumps/transport and storage systems;
- sampling and analysis of groundwater, surface water, leachate, air, hazardous waste; and other materials, and MDE reporting;

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of Solid Waste - cont'd

- preparing reports, and interpreting Federal, State, and local regulations; this may include representing the City's interest to various MDE programs;
- oversight of construction projects;
- preparing engineering designs and specifications, bid documents, and cost estimates;
- performing field surveys, preparing property and right-of-way plats, taking aerial photos, preparing photogrammetric topography, performing landfill volume calculations and landfill volume reporting to the MDE; and
- any other task to be assigned by the Bureau of Solid Waste.

Tasks will be assigned as needs are identified. The cost of services rendered will be on a negotiated not-to-exceed price for each task assigned. Fees will be based on actual payroll rates not including overhead and burden times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The Consultant has been approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Sidhu Associates, Inc.	\$ 60,000.00	2.00%
Findling, Inc.	90,000.00	3.00%
Envirosystems, Inc.	90,000.00	3.00%
Transviron, Inc.	90,000.00	3.00%
EBA Engineering, Inc.	<u>450,000.00</u>	<u>15.00%</u>
	<b>\$780,000.00</b>	<b>26.00%</b>

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of Solid Waste - cont'd

<b>WBE:</b> Constellation Design Group, Inc.	\$ 90,000.00	3.00%
Bay Associates Environmental, Inc.	60,000.00	2.00%
Carroll Engineering, Inc.	30,000.00	1.00%
Phoenix Engineering, Inc.	30,000.00	1.00%
	<u>\$210,000.00</u>	<u>7.00%</u>

**APPROVED FOR FUNDS BY FINANCE**

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

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



**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of Solid Waste - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with Under Armour, Inc. and Big Belly Solar, Inc.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This MOU will allow Under Armour, Inc. to donate 20 new Big Belly Solar Trash and Recycling Compactors and 20 new Big Belly Solar Recycling Units for the purpose of aiding the City in its trash and litter collection operations and its pedestrian recycling efforts. Under Armour, Inc. will donate the compactors at absolutely no cost or expense to the City.

The Department of Public Works will take full possession of the new units upon delivery to the City. The 20 new Big Belly Solar Trash and Recycling Compactors and 20 new Big Belly Solar Recycling Units will be fully operational upon delivery. Under Armour, Inc will donate the units to the City in "AS IS" condition. Under Armour, Inc. estimates the units donated under this MOU are valued at \$141,357.60.

Under Armour, Inc. will assign and transfer its right, if any, in warranties provided by Big Belly related to the units and Big Belly Solar, Inc. approves of this assignment/transfer. The City acknowledges that Under Armour, Inc. will assign a one-year warranty for parts and service of the units, and such warranty does not cover accidental damage and/or vandalism. Under Armour, Inc. and Big Belly Solar, Inc. agree to assist the City in obtaining and executing any necessary documents in order to assign and transfer such warranties to the City.

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of Water - Settlement and Release Agreement  
and Wastewater

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a settlement and release agreement with Carp-Seca Corporation, Inc., for Sanitary Contract No. 839RR, Lower Stony Run Inceptor. The release of funds will be payable within 30 days of Board approval.

**AMOUNT OF MONEY AND SOURCE:**

\$4,991,800.62 - 9956-901591-9551-900020-702064, Wastewater  
Revenue Bonds & Baltimore County  
2,178,117.89 - 9956-901591-9551-000000-2000001, Retainage  
**\$7,169,918.51**

**BACKGROUND/EXPLANATION:**

The Carp-Seca Corporation, Inc. had requested additional compensation and contract time beyond the original contract amount of \$9,096,101.65. Negotiations were entered into between the City and Carp-Seca Corporation, Inc., which resulted in a settlement amount of \$7,169,918.51. This settlement resolves all outstanding issues between the City and Carp-Seca Corporation, Inc., including extra work and money owed for base contract work and release of all retainage.

Baltimore City will release \$7,069,918.51 within 30 days of the Board of Estimates approval and the final \$100,000.00 pursuant to the final one-year warranty period that ends on July 18, 2012.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of Water and Wastewater - Transfer of Funds

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,790,000.00	9956-903604-9549	
Water Revenue	Constr. Reserve	
Bonds	Stony Run	
210,000.00	" "	
County Appropri-		
ations		
<u>\$5,000,000.00</u>	-----	9956-901591-9551-3 Engineering

This transfer will provide additional funds to pay the contractor for a settlement that was negotiated by the City's Law Department. The settlement will provide for final payment to Carp-Seca Corporation, Inc. for extra work that was provided in conjunction with S.C. 839RR, Improvements to the Stony Run Inceptor.

(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**

**09/28/2011**

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

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Purchases

1. <u>SYTECH CORPORATION</u>	<u>\$30,170.00</u>	<u>Sole Source</u>
Solicitation No. 08000 - Telephone Investigation System Maintenance Program - Police Department - Req. No. R583187		

The vendor is the only source of maintenance for this system. The period of the award is September 1, 2011 through August 30, 2012.

2. <u>AGILENT TECHNOLOGIES</u>	<u>\$26,496.00</u>	<u>Sole Source</u>
Solicitation No. 08000 - GCMS Maintenance Contract - Police Department - Req. No. R584859		

The vendor is the sole distributor of the proprietary software currently in use in the BCPD Crime Labs. The period of the award is September 28, 2011 through June 30, 2012.

3. <u>SHAFER, TROXELL &amp; HOWE, INC.</u>	<u>\$100,000.00</u>	<u>Renewal</u>
Solicitation No. 08000 - Yeoman's Pump Parts - Department of Public Works, Bureau of Water & Wastewater - P.O. No. P515310		

On November 3, 2010, the Board approved the initial award in the amount of \$20,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$100,000.00 is for the period November 8, 2011 through November 7, 2012, with one 1-year renewal option remaining.

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

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

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Purchases

4. <u>CITIZENS PHARMACY</u>	<u>\$ 23,900.00</u>	<u>Renewal</u>
Solicitation No. B50001202 - Various Medications - Health Department - P.O. No. P510390		

On October 7, 2009, the Board approved the initial award in the amount of \$20,648.78. The award contained two 1-year renewal options. On September 10, 2010, the Board approved a renewal in the amount of \$36,820.00. This renewal in the amount of \$23,900.00 is for the period October 1, 2011 through September 30, 2012.

**MWBOO GRANTED A WAIVER.**

5. <u>GONE SWIMMING POOLS, INC.</u>	<u>\$500,000.00</u>	<u>Renewal</u>
Solicitation No. B50000824 - Provide Swimming Pool Maintenance and Repair Services - Department of General Services - P.O. No. P505752		

On December 17, 2008, the Board approved the initial award in the amount of \$771,750.00. On April 13, 2011, the Board approved an increase in the amount of \$500,000.00. This renewal in the amount of \$500,000.00 is for the period December 15, 2011 through December 14, 2013.

**MWBOO GRANTED A WAIVER.**

AGENDA

BOARD OF ESTIMATES

09/28/2011

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 Purchases

6. SCOTT LEWIS AND ASSOCIATES, P.A.	\$ 35,000.00	Selected Source/ Agreement
Solicitation No. 06000 - Comcast Franchise Fee Review - Department of Finance - Req. No. R585449		

The Board is requested to approve and authorize execution of an agreement with Scott Lewis and Associates, P.A. The period of the agreement is September 28, 2011 through June 30, 2012.

After an Internet search, an RFI B50001957 was issued. It was determined that the recommended vendor is the only practical source for this project. The pricing is fair and reasonable.

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

**MWBOO GRANTED A WAIVER.**

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

AGENDA

BOARD OF ESTIMATES

09/28/2011

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 Purchases

7. HACH COMPANY	\$ 143,745.03	Sole Source/ Agreement
Solicitation No. 08000 - Hach On-line Turbidimeter - Department of Public Works, Bureau of Water and Wastewater - Req. No. R576005		

The Board is requested to approve and authorize execution of an agreement with Hach Company. The period of the agreement is September 28, 2011 through September 27, 2012.

This equipment is specific for items that must be compatible with the existing installed equipment. The vendor is the sole authorized distributor of these items for this area.

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

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

8. FERGUSON ENTERPRISES, INC.	\$ 200,000.00	Increase
Solicitation No. B50001420 - Steel Pipes, Valves and Fittings - Agencies Various - P.O. No. P513535		

On May 19, 2010, the Board approved the initial award in the amount of \$80,000.00. An increase in the amount of \$200,000.00 is necessary to fund the remaining term of the contract making the total award amount \$280,000.00.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

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

<b>VENDOR</b>	<b>AMOUNT OF AWARD</b>	<b>AWARD BASIS</b>
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Bureau of Purchases

9. MOSAIC CROP NUTRITION, LLC	\$1,000,000.00	Renewal
Solicitation No. B50001612 - Hydrofluosilicic Acid for Water Filtration Plants City of Baltimore - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P516589		

On November 3, 2010, the Board approved the initial award in the amount of \$1,278,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$1,000,000.00 is for the period November 15, 2011 through November 14, 2012, with two 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

10. SHERWOOD-LOGAN & ASSOCIATES	\$ 50,000.00	Increase
Solicitation No. 08000 - Flygt Pump Parts - Agencies - Various - P.O. No. P508174		

On May 15, 2009, the Board approved the initial award in the amount of \$24,900.00. Due to an increase in usage, additional funds are needed to meet the City's requirement for these pumps. This increase in the amount of \$50,000.00 will make the total award amount \$74,900.00.

11. ATD-AMERICAN CO.	\$200,000.00	Renewal
Solicitation No. B50000419 - Police Flex Cuffs - Police & Sheriff's Departments - P.O. No. P504817		

On October 15, 2008, the Board approved the initial award in the amount of \$130,000.00. The award contained two 1-year renewal options. The period of the renewal is October 15, 2011 through October 14, 2012, with one renewal remaining.

**MWBOO GRANTED A WAIVER.**



AGENDA

BOARD OF ESTIMATES

09/28/2011

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 Purchases

12. CROWN SECURITY SYSTEM, INC.	\$2,000,000.00	Renewal
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Solicitation No. B50000642 - Personnel for CCTV Monitoring - Mayor's Office on Criminal Justice - P.O. No. P505173

On October 29, 2008, the Board approved the initial award in the amount of \$1,739,424.60. The award contained two 3-year renewal options. On August 5, 2011, the City Purchasing Agent approved an increase in the amount of \$50,000.00. The renewal is for the period November 1, 2011 through October 31, 2014.

**MWBO SET GOALS OF 27% MBE AND 0% WBE.**

**MBE:** Stronghold Security, LLC 15.21% \$258,748.90

**MWBO FOUND THE VENDOR IN COMPLIANCE BASED ON A GOOD FAITH EFFORT.**

13. AVOLVE SOFTWARE CORPORATION	\$257,000.00	Sole Source/ Agreement
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Solicitation No. 08000 - Software License and Services Agreement - Department of Housing and Community Development - Req. No. R580372

The Board is requested to approve and authorize execution of an agreement with Avolve Software Corporation. The period of the agreement is effective upon Board approval for one-year with four 1-year renewal options.

This contract will provide integration of ProjectDox software application(s) and associated technical support. The vendor is the proprietary developer and provider of ProjectDox, which is the only electronic plan review solution that is compatible with the current permitting system for the Department of Housing and Community Development known as Accela.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

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

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

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

14. VALMONT INDUSTRIES	\$ 0.00	Extension
Solicitation No. B50000647 - Aluminum Street Lighting Poles and Accessories - Department of Transportation - P.O. No. P516110		

On October 1, 2008, the Board approved the initial award in the amount of \$2,066,068.00. On July 28, 2010, the Board approved an award to an additional vendor in the amount of \$1,000,000.00. Due to delays in the procurement process an extension is necessary to allow time to re-bid this requirement. The period of the extension is September 30, 2011 through January 31, 2012.

**MWBOO GRANTED A WAIVER.**

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 Purchases

15. PVS CHEMICAL

SOLUTIONS, INC.	\$150,000.00	Term Order
Solicitation No. 06000 - Liquid Sodium Bisulfate - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P503910		

On September 3, 2008, the Board approved the initial award in the amount of \$297,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. Due to an administrative error, contract B50000624 - Liquid Sodium Bisulfate expired on September 2, 2011 with a one-year renewal option remaining. The requested term order covers the remainder of what would have been the renewal period under the same terms and conditions as B50000624.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Quick-takes</u>			
1. Anil Kalra	913 N. Castle St.	F/S	\$ 7,000.00
2. Foxwood National, LLC	1117 Rutland Ave.	L/H	\$ 8,400.00

Funds are available in State Funds, Account No. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of General Services - Standard Highway Option

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Standard Highway Option with Radio One of Maryland, Inc. for a portion of 2501 Hawkins Point Road (Block 7001, Lot 2) 1,749.45 sq. ft. more or less, 255 sq. ft. more or less of perpetual easement and 830 sq. ft. more or less of a temporary construction easement. The period of the temporary construction easement is effective upon the date of entry upon the easement area for two years with the option to renew on a month-to-month basis upon the same terms and conditions.

**AMOUNT OF MONEY AND SOURCE:**

\$17,876.00 - 9950-902416-9506-900020-704040

**BACKGROUND/EXPLANATION:**

The Mayor and City Council of Baltimore would like to acquire a fee simple, a perpetual easement, and a temporary construction easement of a portion of a property owned by Radio One of Maryland, Inc. located at 2501 Hawkins Point Road. This Standard Highway Option will allow the City, acting through the Department of Transportation, to widen and reconstruct Hawkins Point Road in conjunction with the Department of Transportation Project No. 00073.

The Department of General Services has determined the fair market value of the fee parcel, perpetual and temporary construction easements to be \$17,876.00.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a right-of-entry agreement with Mr. Joshua A. and Ms. Sharon P. Bord, grantors.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Public Works, Bureau of Water and Wastewater is proposing to make a necessary repair to a storm drain line running through the property owned by Mr. Joshua A. and Ms. Sharon P. Bord, located at 7 Englewood Avenue. This repair is being performed under the Department of Public Works On-Call Maintenance contract.

(The right-of-entry agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of General Services - Developer's Agreement No.1244

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of developer's agreement no. 1244 with Union Wharf Apartments, LLC, developer.

**AMOUNT OF MONEY AND SOURCE:**

\$405,193.00

**BACKGROUND/EXPLANATION:**

The developer would like to install new water service, sanitary sewer, conduit and a promenade to its proposed construction located in the vicinity of 901 and 915 South Wolfe Street. This developer's agreement will allow the organization to do its own installation, in accordance with Baltimore City standards.

A Performance Bond in the amount of \$405,193.00 has been issued to Union Wharf Apartments, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of General Services - Temporary Construction Easement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a temporary construction easement with Ms. Emma Lou Ford.

**AMOUNT OF MONEY AND SOURCE:**

\$16,567.00 - 9956-905641-9551-900020-704001  
Fair Market Value

**BACKGROUND/EXPLANATION:**

The Department of Public Works, Bureau of Water and Wastewater, will temporarily divert three above ground sewer pipes on property owned by Ms. Ford located at 410 Brunswick Street. This temporary construction easement will allow the City's contractor to divert the sewer pipes in conjunction with the Department of Public Works Sanitary Sewer Project No. 875, Southwest Diversion Sewer Rehabilitation Phase III.

**MWBOO GRANTED A WAIVER**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

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

41

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**EXTRA WORK ORDERS**

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

Bureau of Water and Wastewater

1. EWO #021, \$256,627.18 - WC 1193, Repaving Utility Cuts at Various Locations  

\$ 2,793,512.50	\$ 3,314,721.75	Monumental Paving	0	100
		& Excavating, Inc.		
  
2. EWO #021, (\$ 33,508.94) - SC 852R, Denitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant  

\$115,688,000.00	\$ 1,122,065.98	Fru-Con Construction	0	35
		Corporation		
  
3. EWO #022, (\$ 37,466.59) - SC 852R, Denitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant  

\$115,688,000.00	\$ 1,090,751.95	Fru-Con Construction	0	39
		Corporation		

Department of Transportation

4. EWO #004, \$ 20,590.48 - TR 08056 Park Heights & Southeast Baltimore Bike Routes  

\$ 376,614.90	\$ 776,848.34	Monumental Paving	-	-
		& Excavating, Inc.		

5. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 23,000.00	9950-904102-9528	9950-904175-9527-2
Others	Constr. Res.	Contingencies
	Oliver St.Project	Park Heights & SE
		Baltimore Bike Routes

This transfer will fund costs associated with Change Order #4 on project TR 08056 with Monumental Paving & Excavating, Inc.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the University of Maryland, Baltimore. The period of the agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$ 37,500.00	- Initial Case Management/150 visits @ \$250.00	
13,750.00	- Individualized Family Plan Service @ \$137.50	
	Annual 100 visits	
<u>75,000.00</u>	- On-going Case Management	@ \$ 75.00
<b>\$126,250.00</b>	1,000 visits	

Account: 4000-428211-3080-294392-600000

**BACKGROUND/EXPLANATION:**

The University of Maryland, Baltimore will provide health-related early intervention/case management services for eligible patients referred by the Baltimore Infants and Toddler Program. The University of Maryland, Baltimore will be reimbursed accordingly.

The agreement is late because required revisions to the agreement delayed processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2011 through June 30, 2012, unless otherwise indicated.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

- |    |  |           |             |
|----|--|-----------|-------------|
| 1. | <b>PROJECT GARRISON INC./ADMINISTRATIVE OFFICE</b>                         | <b>\$</b> | <b>0.00</b> |
| 2. | <b>PROJECT GARRISON INC./ADMINISTRATIVE OFFICE</b>                         | <b>\$</b> | <b>0.00</b> |
| 3. | <b>BON SECOURS BALTIMORE HEALTH CORPORATION/<br/>FAMILY SUPPORT CENTER</b> | <b>\$</b> | <b>0.00</b> |
| 4. | <b>BON SECOURS OF MARYLAND FOUNDATION, INC.</b>                            | <b>\$</b> | <b>0.00</b> |

The above-listed organizations will serve as host agencies for the Senior Community Service Employment Program. This program provides part-time work experience or volunteer service opportunities for persons, aged 55 years or older, with no upper age limitation. The placement of Senior Citizen Aides in non-profit or governmental agencies will allow those agencies to provide services that would otherwise not be available because of the lack of funds.

The agreements are late because the Department was waiting on the providers' signatures.

- |    |  |                    |
|----|--|--------------------|
| 5. | <b>MARYLAND FOSTER YOUTH RESOURCE CENTER, INC.</b> | <b>\$21,000.00</b> |
|----|--|--------------------|

Account: 4000-494412-3080-295900-603051

The organization will assist with the implementation of the Baltimore City Teen Pregnancy Prevention Initiative: Out of Home Youth Project.

The agreement is late because it was just completed.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Health Dept. - cont'd

6. **CENTRO DE LA COMUNIDAD, INC.** **\$ 3,750.00**

Account: 4000-424212-3030-513214-603051

Centro De La Comunidad, Inc. will provide space to conduct HIV/AIDS prevention and health education services to the Hispanic/Latino Community. The agreement provides funds to reimburse the HIV/AIDS Health Educator for refreshments and incentives used during group sessions and activities. A Prevention Specialist will utilize space to conduct confidential bilingual HIV pre/post counseling and testing. The period of the agreement is July 1, 2011 through December 31, 2011.

The agreement is late because the request was received late in July.

7. **AIDS ACTION BALTIMORE, INC.** **\$ 12,500.00**

Account: 4000-418712-3030-274400-603051

The organization will provide a one-day retreat to raise awareness to prevent new HIV/AIDS infections among men who have sex with men in Baltimore City. Services will also include, assisting participants in making the connection between past oppression and current behaviors and to better prepare them to participate and engage in other health programs. The period of the agreement is July 1, 2011 through December 31, 2011.

The agreement is late because it was just completed.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Health Dept. - cont'd

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

8.     **PRESERVATION MANAGEMENT, INC./WATERS**                     **\$ 0.00**  
       **TOWERS APARTMENTS**

The organization will serve as a volunteer station for the RSVP. The RSVP has been funded since 1982 by the federal government. The Baltimore City Health Department was awarded a grant from the Corporation of National and Community Services to pay administrative staff to arrange volunteer work for persons 55 years of age and over. The period of the agreement is July 1, 2011 through June 30, 2012.

The agreement is late because it was just finalized.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT FOR ITEM NOS. 1-4 AND 8) AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of notification of a grant award (NGA) from the Corporation for National and Community Service. The period of the grant award is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$308,366.00 - 4000-423512-3110-306500-404001

**BACKGROUND/EXPLANATION:**

Through a grant from the Corporation for National and Community Services, the Department sponsors the Senior Companion Program. The grant pays for 100% of the cost of Senior Companions to volunteer to assist special needs clients who have difficulty with the simple tasks of day-to-day living. The volunteers assist with shopping and light chores.

The grant award is late because the NGA was just received.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Health Department - Employee Expense Report

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense report for Ms. Angela Boyd for the month of June 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$108.12 - 1001-000000-3100-295900-603002

**BACKGROUND/EXPLANATION:**

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

The request is late because of the employee submitted the expense report with the wrong Employee ID number.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to: 1.) approve acceptance of a notification of grant award from the United States Department of Health and Human Services, Health Resources and Services Administration and, 2.) approve an advance of funds to the Associated Black Charities, Inc. (ABC). The period of the grant award is March 1, 2011 through February 29, 2012.

**AMOUNT OF MONEY AND SOURCE:**

1.	\$12,078,562.00	-	4000-427711-3023-606100-404001
	1,106,765.00	-	4000-498711-3023-274400-404001
	<b>\$13,185,327.00</b>		

2. **\$ 3,296,322.00** - 4000-427711-3023-273302-603051 (Advance-ABC)

**BACKGROUND/EXPLANATION:**

On April 6, 2011, the Board approved acceptance of the original notification of grant award in the amount of \$7,912,057.00. This award is for the remaining \$13,185,327.00 for the total award of \$21,097,384.00. The advance of funds to the Associated Black Charities, Inc. is included in this award.

This grant award is from the HIV Emergency Relief Project Grants award (Part A formula, Part A Supplemental, and Part A Minority AIDS Initiative). This grant award will allow the Department to provide funds for essential HIV/AIDS health care and other support services to those who lack or are only partially covered by health insurance. Covered Services include primary medical care, case management assisting in obtaining medications, hospice care, substance abuse treatment, mental health services, and limited supported services for housing, transportation, food legal assistance, childcare, outreach services, and other supportive services to persons infected by HIV/AIDS.

The advance to the Associated Black Charities, Inc. will allow the Department to provide funding for the continuity of services while scopes of service and budgets are being reviewed and approved for the current program year. The grant agreement with the Associated Black Charities, Inc. will be submitted to the Board at a later date.

**APPROVED FOR FUNDS BY FINANCE.**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD. AUDITS REVIEWED AND HAD NO OBJECTION TO THE ADVANCE OF FUNDS.**

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with GWWO, Inc. for Project No. 1164, On-Call Architectural Services. The period of the agreement is 36 months from the notice to proceed or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,500,000.00 - account to be determined with each individual (Upset Limit) Project.

**BACKGROUND/EXPLANATION:**

The GWWO, Inc. will provide architectural design services for the renovation and improvement of various City Park and Recreation Facilities.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	Sidhu Associates, Inc.	0-24%
	Faisant Associates, Inc.	0-24%
	<b>(in the aggregate)</b>	<b>24.00%</b>
<b>WBE:</b>	Mahan Rykiel Associates, Inc.	0-10%
	Site Resources	0-10%
	The Robert B. Balter Co., Inc.	0-10%
	<b>(in the aggregate)</b>	<b>10.00%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of Budget - Memorandum of Understanding  
and Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the Maryland Stadium Authority.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00

**BACKGROUND/EXPLANATION:**

This MOU will allow the City and The Maryland Stadium Authority to jointly fund a study to examine the economic feasibility of a proposed plan to build an 18,500 seat arena, a new 500 room hotel, along with renovation and expansion of the east wing of the Baltimore Convention Center.

The Maryland Stadium Authority agrees to contribute \$100,000.00 to the cost of the study and the City will contribute \$50,000.00. The City's portion will be billed directly to Visit Baltimore for payment.

**APPROVED FOR FUNDS BY FINANCE.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Bureau of the Budget and - Consultant Agreement  
Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a consultant agreement with Public Financial Management, Inc., for B50001921, Ten-Year Financial Plan. The agreement is effective upon Board approval for nine months, with the City's option to renew for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$460,942.00 - 1001-000000-1220-146500-603026

**BACKGROUND/EXPLANATION:**

The Consultant will provide professional services for the development of a Ten-Year Financial Plan for the City of Baltimore.

The purpose of the Ten-Year Plan is to chart a course for the City to maintain core public services, make its tax structure more competitive, and ensure fiscal sustainability over the coming decade. The Plan will look at multiple economic scenarios, project expenditures and revenues, and comprehensively examine options for achieving balanced budgets while reducing the property tax rate, making needed capital investments, and delivering results to citizens. The Plan will include actuarial analysis of alternatives for managing costs in the City's health plans and Employees' Retirement System. The Plan will be informed by extensive stakeholders input. A final report is expected nine months from the date of contract award, with interim deliverables during the project period.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	Walker Benefit Services, Inc.	\$15,400.00	3.34%
	Sage Policy Group, Inc.	34,000.00	7.38%
		<b>\$49,400.00</b>	<b>10.72%</b>
<b>WBE:</b>	Advanced Benefit Solutions, Inc.	\$23,050.00	5.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Office of the President - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the Professional Development and Training Center, Inc. d/b/a The Citizenship Law Related Education Program. The period of the agreement is effective upon Board approval through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$12,400.00 - 1001-000000-1000-104800-601009

**BACKGROUND/EXPLANATION:**

The organization will provide professional services for the Baltimore City Council Youth Page Program for Baltimore City Youth. The organization will use these funds to recruit, train, and provide stipends for the selected candidates and on-going support for the City Council Page Program. High school students will go through a screening process where they are interviewed and selected based on their interest in City Government and the legislative process.

The Professional Development and Training Center, Inc. will manage the recruiting and training of students, the training of participating City Council staff, and other necessary program elements. The Office of the President will promote and support the program while inviting four high school students to participate in the Program. The overall structure of the program will remain the same from previous years. The students will be linked with a single advisor, who will act as the student's primary supervisor and mentor. Program participants will be given the opportunity to learn about City government and interact with significant public officials. Baltimore City youth will have a chance to strengthen their self confidence, develop leadership skills, and learn from positive role models. Programs like the City Council Page Program are essential in taking kids off the streets and getting them involved in productive activities which will enable them to flourish academically, socially, and emotionally.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**TRAVEL REQUESTS**

Police Department Development

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1.	Mark H. Grimes	118 <sup>th</sup> Annual Int'l Assoc. of Chiefs of Police Conf. Chicago, IL Oct. 21 - 27, 2011 (Reg. Fee \$275.00)	Asset Forfeit-ure	\$2,104.40
2.	Fredrick H. Bealefeld, III	118 <sup>th</sup> Annual Int'l Assoc. of Chiefs of Police Conf. Chicago, IL Oct. 21 - 26, 2011 (Reg. Fee \$275.00)	Asset Forfeit-ure	\$2,162.45

The subsistence rate for this location is \$244.00 per day. The Hotel rate is \$239.00 per night not including occupancy taxes in the amount of \$36.81 per night. The Department is requesting an additional \$35.00 per day to cover the cost of meals and incidental expenses.

Department of Public Works

3.	Samuel Atolaiye Paul Burgee Maryann Tana	2011 CMAA Nat'l Conference Washington, DC Nov. 6 - 8, 2011 (Reg. Fee \$985.00) ea.	Water Wastewater Funding	\$3,599.50
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Department of Transportation

4.	Frank Murphy John Habicht William Fair Clarence Swann	University of Wisconsin - Madison College of Engineering, Managing Snow & Ice Control Operations Allentown, PA Oct. 2 - 4, 2011 (Reg. Fee \$895.00) ea.	MVR - Snow Fund	\$4,660.00
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AGENDA

BOARD OF ESTIMATES

09/28/2011

TRAVEL REQUESTS

	<u>Name</u>	<u>To Attend</u>	<u>Source</u>	<u>Amount</u>
<u>Department of Transportation - cont'd</u>				
5.	Joseph Feuka, Jr.	2011 National Urban Freight Conference Long Beach, CA October 11 - 15, 2011 (Reg. Fee \$350.00)	UPWP	\$1,502.00

Fire Department

6.	<b><u>Anne Arundel Co.</u></b>	Structural Collapse Technician Course Virginia Task Force 2 VA Beach, VA October 7 - 15, 2011 (Reg. Fee \$1,675.00) ea.	USAR Task Force	\$62,370.00
	Josh Bramble			
	Eric Rung			
	Andrew Liebno			
	Vincent Nicholas			
	Nathan McKinzie			
	David Kernan			
	Scott Baker			

**BCFD**

- Thomas Bower
- Brian Britcher
- Jerami Bennett
- Vernon Tudor
- Norman Rogers
- Andrew Vernon
- Anthony Oliver

**Howard Co.**

- Dan Dushanko
- Lisa Smeltzer
- John Zour
- Joseph Knecht
- Mark Plumer
- Robert Williams
- Dain Yakich
- Joshua Zulick

The attendees' travel expenses will be paid for by the Urban Search and Rescue Task Force.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**TRAVEL REQUESTS**

	<u>Name</u>	<u>To Attend</u>	<u>Source</u>	<u>Amount</u>
<u>Mayor's Office of Employment Development</u>				
7.	Ernest F. Dorsey	Young Men of Color in Focus Houston, TX October 16 - 18, 2011 (Reg. Fee \$125.00)	WIA	\$ 885.80



**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Housing and - Memorandum of Understanding  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with The Coalition to End Childhood Lead Poisoning, Inc. (Coalition). The period of the memorandum of understanding is effective upon Board approval through September 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$47,700.00 - 5000-585110-5750-648702-603018

**BACKGROUND/EXPLANATION:**

Under the MOU, the City and The Coalition to End Childhood Lead Poisoning, Inc. will hire a Joint Intervention Coordinator that will coordinate Green and Healthy Homes™ services for low-income households in Baltimore. The MOU also authorizes the transfer of up to \$47,700.00 in training and technical assistance dollars from the stimulus-funded Weatherization Assistance Program (WAP) to the Coalition to support this new position. The Coalition will match WAP dollars with \$49,500.00 in Coalition funding for the position.

The MOU authorizes the WAP to jointly hire the position with the Coalition and authorizes the WAP to fund the position through the end of the stimulus-funded weatherization assistance program on March 31, 2012 in accordance with the terms of this MOU. The Coalition will fund the position with their own grant funding after March 31, 2012 and conclude no sooner than September 30, 2012. The Maryland Department of Housing and Community Development (MDHCD) has given approval for WAP to allocate up to \$47,700.00 in funding to the Coalition for this position.

The Joint Intervention Coordinator will be a Coalition employee but receive joint supervision between the City and the Coalition. The City will reimburse the Coalition on a monthly basis for all expenses the position incurs through March 31, 2012, up to a maximum of \$47,700.00. The position will report

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

DHCD - cont'd

jointly to the Coalition's Director of Program Services and the City Department of Housing and Community Development's (DHCD) LIGHT Projects Coordinator. The Coalition's Executive Director and DHCD's Assistant Commissioner for Green, Healthy, and Sustainable Homes will provide additional oversight and management. The Joint Intervention Coordinator will play a crucial role in sequencing services between agencies and with clients, as well as tracking and evaluating the outcome of services.

Baltimore City is a national leader in the Green and Healthy Homes Initiative, a national movement to address housing needs in economically challenged communities more efficiently, cost-effectively, and holistically. On May 20, 2011, the Mayor signed the Green and Healthy Homes Initiative Compact for the City. The compact commits the City to provide comprehensive energy-efficiency, and health and safety upgrades in 450 homes over the next two years. These 450 units are completed through coordinating services across multiple City, non-profit, and private agencies to meet the multifaceted housing, health, and economic needs of the families being served.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Housing and - Local Government Resolution  
Community Development

The Board is requested to approve and authorize execution of the local government resolution.

The below listed organization is applying to the State of Maryland's Community Investment Tax Credit Program (CITCP). A local government resolution of support is required by the State for all applications to this program for funding.

<u>Organization</u>	<u>Amount</u>
1. <b>BALTIMORE MONTESSORI PUBLIC CHARTER SCHOOL</b>	<b>\$50,000.00 (CITCP)</b>

The Baltimore Montessori Public Charter School proposes the rehabilitation of vacant school no. 32 for use as Greenmount West Community Center and Baltimore Montessori Public Charter Middle School Project at 1634 Guilford Avenue, Baltimore, MD 21202. The project will revitalize the Greenmount West neighborhood by addressing pressing human needs and make a major contribution to the revitalization and reinvestment of the neighborhood through the rehabilitation of the historic, vacant former school no. 32 for use as a Community Center on the ground floor and a public Montessori Middle School on the top two floors.

Local residents have been seeking a location for a Community Center, which will help build the community, provide resources and housing assistance to those in the neighborhood and those looking to move into the neighborhood. It will provide a place where training programs or GED classes can be offered, which are greatly needed by residents to enable them to join the job market. In addition, there is little access to recreational space. The New Greenmount West Community Association and the Baltimore Montessori Public Charter School have negotiated

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

DHCD - cont'd

an exciting partnership to create a Community School with shared access to parts of the adjacent building, such as the auditorium for community performances, the gym for basketball leagues, or the cafeteria for community functions.

The mission of the Baltimore Montessori Public Charter School is to build a diverse and respectful community of joyfully engaged learners by providing a holistic Montessori environment that supports individual fulfillment, compassion, self-discipline, life-long learning and a deep awareness of responsibility to contribute meaningfully to the world. Now in the third year of operation, the Baltimore Montessori's current pre-K and elementary program serves 270 students and has 800 children on the waiting list.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Housing and - Land Disposition and  
Community Development Acquisition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the land disposition and acquisition agreement with Montego Bay Properties, LLC, Kona Properties, and Land Research Associates, LLC, (collectively the developer), for the exchange of fourteen properties between the developers and the City. The Board is requested to accept the developers properties SUBJECT to any municipal liens.

<b><u>OWNER(S)</u></b>	<b><u>PROPERTY</u></b>	<b><u>TOTAL MUNICIPAL LIENS</u></b>
Montego Bay Properties, LLC	2429 E. Eager St.	\$ 166.86
Land Research Associates, LLC	3407 Brentwood Ave.	\$ 159.00
Montego Bay Properties, LLC	430 E. 20th St.	\$ 965.20
Montego Bay Properties, LLC	327 S. Smallwood St.	\$413.42
Land Research Associates, LLC	1415 W. 36th St.	\$ 2,839.34
Land Research Associates, LLC	801 N. Bradford St.	\$17,583.32
Kona Properties, LLC	813 N. Bradford St.	\$ 482.20
Kona Properties, LLC	1822 N. Durham St.	\$ 71.40
Land Research Associates, LLC	2509 Emerson St.	\$ 641.33
Montego Bay Properties, LLC	2513 Emerson St.	\$ 675.14
Kona Properties, LLC	2515 Emerson St.	\$ 618.40

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

DHCD - cont'd

**OWNER(S)**

**PROPERTY**

Land Research Associates, LLC	2516 Emerson St.	\$	201.40
Kona Properties, LLC	2518 Emerson St.	\$	201.40
Kona Properties, LLC	2528 Emerson St.	\$	71.40

In exchange for:

M&CC	2028 E. Fayette St.
M&CC	2034 E. Fayette St.
M&CC	2050 E. Fayette St.
M&CC	2014 Orleans St.
M&CC	2029 Orleans St.
M&CC	2031 Orleans St.
M&CC	2033 Orleans St.
M&CC	2130 Orleans St.
M&CC	218 N. Duncan St.
M&CC	509 N. Montford St.
M&CC	1415 Ashland Ave.
M&CC	1417 Ashland Ave.
M&CC	435 Montford Ave.
M&CC	817 Caroline St.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

DHCD - cont'd

**AMOUNT OF MONEY AND SOURCE:**

The City agrees to pay for all title work and associated settlement costs, related to the properties the City is acquiring, not to exceed \$8,400.00.

Account: 9910-9588-908087-900000-704044

**BACKGROUND/EXPLANATION:**

The DHCD's Land Resources Division strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods.

Mr. John Reiff, authorized agent for Montego Bay Properties, LLC, Kona Properties and Land Research Associates, LLC, received notice of the City's intent to acquire or demolish the properties owned by the developers. Because the corporations intended to rehab these properties, a "swap" of these properties was proposed for comparable City owned properties that are located in the Vacants to Value clusters in which the Developer has already invested. The Developer will deliver good and marketable title and as a condition of the exchange has agreed to rehab the properties it is receiving within 12 months from the date of settlement.

With the approval of the Land Disposition and Acquisition Agreement, the City will receive clear and marketable title to the fourteen Developer properties, subject to any municipal liens, in exchange for fourteen comparable City properties. The liens total approximately \$25,055.27.

Approval of this exchange will allow the City to more expeditiously demolish the hazardous structures and take title to the additional properties that are needed for other redevelopment projects. The property exchange is less costly than acquiring the properties through tax sale foreclosure or eminent domain. This action will further the City's effort to eliminate blight and protect the health and safety of its citizens.

DHCD - cont'd

**STATEMENT OF PURPOSE AND RATIONALE FOR TRANSFER OF PROPERTY BY MEANS OF COMPARABLE EXCHANGE:**

The rationale behind the exchange of properties was to ensure that properties owned by the Developer that fell into priority project areas could be acquired by the City in a manner less costly than tax sale foreclosure or condemnation. The properties that are being conveyed as a comparable exchange to the Developer will facilitate redevelopment in an area better suited and poised for rehabilitation.

**APPROVED FOR FUNDS BY FINANCE**

(The land disposition and acquisition agreement has been approved by the Law Department as to form and legal sufficiency.)



**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Housing and - Grant Agreements  
Community Development

The Board is requested to approve and authorize execution of the various grant agreements.

**1. PARKS AND PEOPLE FOUNDATION, INC. \$22,000.00**

Account: 2089-208912-5930-427838-603051

The purpose of this agreement is to provide Community Development Block Grant funding to subsidize the transportation costs of the SuperKids Camp 2011. The SuperKids Camp 2011 served low performing, low-income, second grade students by offering a six-week reading enrichment program designed to help students enrolled in the Baltimore City Public School System improve or maintain their reading skills during the summer. The agreement is for the period July 1, 2011 through August 5, 2011.

**FOR THE FY 2011, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$12,000.00, AS FOLLOWS:**

**MBE:** \$1,800.00

**WBE:** \$1,200.00

**2. NEWBORN HOLISTIC MINISTRIES, INC. \$41,170.00**

Accounts: 2089-208911-5930-429826-603051 \$ 1,745.00  
2089-208912-5930-429826-603051 \$39,425.00

The organization operates a six-month residential transitional recovery facility known as Martha's Place located at 1928 Pennsylvania Avenue and also provides permanent housing to program graduates. The organization will actively guide 20 women in their complete recovery

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

DHCD - cont'd

from drug addiction. The objective is to fully rehabilitate residents and prepare them for independent substance free living. The services are provided predominantly to residents of the Upton and Sandtown Winchester communities. The agreement is for the period July 1, 2011 through June 30, 2012.

**FOR THE FY 2011, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$7,000.00, AS FOLLOWS:**

**MBE:** \$1,050.00

**WBE:** \$ 700.00

On June 22, 2011, 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 2011 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 DHCD began negotiating and processing the CDBG agreements effective July 1, 2011 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 grant agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

Department of Housing and - Supplemental and  
Community Development Amendatory Agreement No. 1

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the supplemental and amendatory agreement no. 1 to the Community Development Block Grant Recovery Agreement (CDBG-R) with the City of Baltimore Development Corporation. The amendment extends the agreement through December 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 10, 2011, the Board approved the original agreement. The City agreed to provide CDBG-R American Recovery and Reinvestment Act funds to support the Commercial Façade Improvement Grant (FIG) Program. The FIG program uses funds for architectural services in support of FIG's awarded to businesses within six designated commercial districts in low and moderate income areas of the City. The Baltimore Development Corporation is requesting a no-cost time extension to complete the facades. All other terms and conditions of the agreement will remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

(The amendment no. 1 to agreement has been approved by the Law Department as to form and legal sufficiency.)

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:  
68 - 69  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

AGENDA

BOARD OF ESTIMATES

09/28/2011

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

1.	GS 11814, 103 W. Lexington Street-Restoration	P & J Contracting Co., Inc.	\$ 343,800.00
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<b>MBE:</b>	American Contractors of Baltimore, Inc.	\$78,750.00	22.90%
	RBJ Contracting Co., Inc.	<u>20,000.00</u>	<u>5.82%</u>
		<b>\$98,750.00</b>	<b>28.72%</b>

<b>WBE:</b>	Cleo Enterprises, Inc.	\$35,000.00	10.18%
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**A LETTER OF PROTEST HAS BEEN RECEIVED FROM BOB ANDREWS CONSTRUCTION, INC.**

Department of Recreation and Parks

2.	RP 10854R, Luckman Park Site Improve- ments	<b>REJECTION</b> - On August 24, 2011, the Board received and opened four bids. All bids exceed the available budget by more than 19%. Therefore, the Department wishes to reject all bids and re-advertise at a later date.
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**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Purchases

3. B50002000, Spring Middleton & Meads \$2,500,000.00  
and Suspension Co., Inc.  
Repairs (lowest responsive  
bidder)

This is a requirements contract, so amounts will vary.

**MWBOO GET GOALS OF 2% MBE AND 1% WBE.**

**MBE:** Millennium Auto Parts 2.00%

**WBE:** Chesapeake Wiper & .25%\*  
Supply, Inc.

\*Bidder did not achieve the WBE goal. Not more than 25% of each goal may be attained by expenditures to MBE/WBE suppliers who are not manufacturers; therefore, the maximum value allowed has been applied.

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

The award is recommended, subject to the awardee coming into compliance within ten days of the award date.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL MATTERS**

\* \* \* \* \*

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

71 - 88

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**

**09/28/2011**

**PERSONNEL**

Police Department

Hourly Rate

Amount

The retirees listed below (item nos. 1-8) will serve as Contract Service Specialists. On January 3, 1996, the Board approved a waiver of Administrative Manual Policy AM 212-1, which allowed the Baltimore Police Department to hire retired police officers as contract employees. The period of the agreement is effective upon Board approval for one year, unless otherwise indicated.

The retirees will perform a variety of tasks, previously performed by full-duty police officers, which are supportive in nature. This will allow the Department to continue to assign active police officers to crime fighting duties.

The retirees will receive no benefits other than workmen's compensation and F.I.C.A.

- |    |                                |         |                    |
|----|--------------------------------|---------|--------------------|
| 1. | <b>DOROTHIA PARKER-JOHNSON</b> | \$14.42 | <b>\$30,000.00</b> |
|----|--------------------------------|---------|--------------------|

Ms. Parker-Johnson will be responsible for contacting officers for court, as needed, checking list of defendants who may have open warrants, and locating drug analysis reports as needed.

- |    |                            |         |                    |
|----|----------------------------|---------|--------------------|
| 2. | <b>THERESA A. ANDERSON</b> | \$14.42 | <b>\$30,000.00</b> |
|----|----------------------------|---------|--------------------|

Ms. Anderson will be responsible for receiving evidence/property submissions from police officers and laboratory personnel; ensuring accuracy/completeness of paperwork and entering data into the tracking system; releasing property for further examination for court and updating the tracking system for chain of custody and documents location.

- |    |                            |         |                    |
|----|----------------------------|---------|--------------------|
| 3. | <b>SYLVIA M. FORRESTER</b> | \$14.42 | <b>\$30,000.00</b> |
|----|----------------------------|---------|--------------------|

- |    |                        |         |                    |
|----|------------------------|---------|--------------------|
| 4. | <b>BARBARA A. DAIS</b> | \$14.42 | <b>\$30,000.00</b> |
|----|------------------------|---------|--------------------|

- |    |                               |         |                    |
|----|-------------------------------|---------|--------------------|
| 5. | <b>JOSEPH I. McMAHON, JR.</b> | \$14.42 | <b>\$30,000.00</b> |
|----|-------------------------------|---------|--------------------|

Ms. Forrester, Ms. Dais, and Mr. McMahan will be responsible for receiving evidence and property at the evidence control counter; ensuring accuracy/completeness of paperwork and entering information into the tracking system and releasing property for court and the public.



**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department - cont'd</u>		
6. <b>DARLENE A. TYSON-HILL</b>	\$14.42	<b>\$30,000.00</b>
<p>Ms. Tyson-Hill will work as a liaison for the Department and the State's Attorney's Office for CDs burned to evidence; ensure videos for evidence are processed/handled accordingly; track shooting/murder cases that are captured by Closed Circuit Television Video; update the database of videos requested by subpoena for release, and work with districts to ensure proper paperwork is filed by officers.</p>		
7. <b>SHARON F. ALSTON</b>	\$14.42	<b>\$30,000.00</b>
<p>Ms. Alston will be responsible for investigating applicants for 911 Operator, Cadet, and rehires as full duty police officers; conducting local, State, and national records and warrants checks; investigating references submitted by applicants, conducting neighborhood canvasses; conducting interviews of applicants and completing summary reports.</p>		
8. <b>FRANK E. WAGNER, JR.</b>	\$14.42	<b>\$30,000.00</b>
<p>Mr. Wagner will be responsible for supplying sworn officers with necessary equipment such as uniforms, bullet resistant vests and flashlights.</p>		
Account: 1001-000000-2042-198100-601009		
9. <b>DARBY M. BONSALL</b>	\$18.26	<b>\$19,000.00</b>
Account: 4000-197712-2024-694600-601009		
<p>Ms. Bonsall will serve as a Casework Manager. She will be responsible for preparing DNA case files, page labeling, copying and mailing DNA case reports, updating and maintaining DNA databases, filing, testifying in court if needed, and assisting evidence technicians with the processing of evidence. The agreement is for the period October 1, 2011 through March 31, 2012.</p>		

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

Hourly Rate

Amount

Police Department - cont'd

10. a. Abolish the following two vacant positions:

Job No. 2002-16724

33233 - Secretary III  
Grade 084 (\$33,510.00 - \$39,994.00)  
One Position

Job No. 2044-19594

33258 - Word Processing  
Grade 078 (\$27,958.00 - \$32,241.00)  
One Position

b. Create the one position:

33679 - Personnel Administrator  
Grade 117 (\$56,000.00 - \$79,400.00)  
Job No. to be assigned by BBMR

Costs: \$00.00 - 1001-000000-2041-195800-601001

Office of the Comptroller/Department of Communication Services

11. **SANDRA HOLMES** \$36.78 **\$34,904.22**

Account: 2039-000000-1330-158400-601009

Ms. Holmes will serve as a Special Administrative Assistant. Her duties will include but not be limited to reviewing and analyzing federal laws, regulations and procedures for receipt of discounts on telecommunication services and United States Postal Service mail (USPS); developing procedures to comply with the Domestic Mail Manual, the Mail Processing Performance Requirements; and

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

Hourly Rate

Amount

Office of the Comptroller - cont'd

Federal Communications Commission regulations. She will also review industry standards and mail processing; assess Municipal Post Office operations and recommend operational improvements. In addition, she will review and provide legal analysis of inquiries pertaining to compliance with certifications or regulations. The agreement is effective upon Board approval for six months.

Department of Recreation and Parks (R&P)

12. **CYNTHIA MUHAMMAD** \$16.60 **\$ 5,180.00**

Account: 2096-796623-7960-862300-601009

Ms. Muhammad, retiree, will serve as a Senior Group Leader for the Golden Age Club in the Senior Citizen's Division. She will be responsible for planning and arranging special programs, speakers, trips and events as requested by membership; attending all club business meetings and providing assistance and support to club officers. In addition, she will provide guidance and structure where needed; report timely and accurate delivery of monthly attendance sheets, volunteer hours and all tickets monies for special events. The agreement is for the period October 1, 2011 through March 31, 2012.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Dept. of Rec. &amp; Parks - cont'd</u>		
13. <b>JESSICA GRUBER</b>	\$16.00	<b>\$16,000.00</b>

Account: 1001-000000-4781-363900-601009

Ms. Gruber will serve as an Administrative Assistant in the Bureau of Parks. Her duties will include but not be limited to creating and tracking Service Requests for building maintenance; monitoring, following-up, and tracking performance of repair work. She will also track and account for expenditures related to repair work and provide administrative support and coordination for weekly work prioritization meetings with the Bureau and Division Chiefs. The agreement is effective upon Board approval for six months.

Department of General Services

14. <b>WILLIAM F. MERRITT</b>	\$50.00	<b>\$95,000.00</b>
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Account: 9916-913900-9197-910098-703009

Mr. Merritt will serve as a Grants Procurement Specialist/Energy Projects Grants Manager. His duties will include preparing and submitting grant applications for all appropriate types of energy grant funding at the Local, State, and Federal levels of government; reviewing, evaluating, modifying and editing all grant applications packages to ensure adherence to funding source guidelines; establishing and maintaining the energy grants program and fiscal management systems in compliance with grant requirements; reviewing all labor, contractual, and procurement charges for appropriateness to the grants; coordinating all program and fiscal reporting to the U.S. Office of Management and Budget; and managing specific grant funded projects related to emergency energy planning, residential furnace replacements, creation of heating districts, geothermal and solar feasibility, evaluating the creation of a City utility, and other projects as may be assigned by the Director. The agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Planning</u>		
15. <b>AMY GILDER-BUSATTI</b>	\$30.00	<b>\$55,260.00</b>

Account: 9905-922004-9188-900000-703030

Ms. Gilder-Busatti will serve as a Special Landscape Architect. She will be responsible for coordinating the completion of the Baltimore City Landscape Manual in conjunction with the new Zoning Ordinance and the new Stormwater Guidelines required by State Law. She will also manage projects to improve habitat and water quality in cooperation with the National Aquarium, the Army Corps of Engineers and the State Critical Area Commission. The agreement is for the period October 27, 2011 through October 26, 2012.

Mayor's Office of Information Technology

16. <b>DANIEL W. ATZMON</b>	\$16.37	<b>\$30,000.00</b>
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Account: 1001-000000-1471-165700-601009

Mr. Atzmon will serve as a Special IT Policy Analyst. His duties will include but not be limited to conducting research and analysis of IT issues that may impede development and deployment of IT strategic plan activities; researching IT issues and emerging technology for consideration of possible inclusion in or revision of plans, policies and standards; preparing draft plans, policies and standards; preparing draft plans, policies and standards with supporting documentation for evaluation by supervisory program staff; meeting and discussing IT requirements with subject matter experts, stakeholders and program staff; assisting in documenting and designing metrics for new policies, processes, plans and standards, etc. The agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>State's Attorney's Office</u>		
17. <b>ALEXANDER YANKELOVE</b>	\$37.87	<b>\$35,515.00</b>

Account: 1001-000000-1150-118100-601009

Mr. Yankelove, retiree, will continue to work as a Senior Prosecutor. His duties will include handling handgun forfeitures; reviewing advance sheets in the Judge's library for cases of interest in traffic issues; reviewing letters received directly from defendants and all expungement requests; and attending all contested expungement hearings in District Court. The Department is requesting a Waiver of the maximum hourly rate pursuant to AM 212-1, Part I. The period of the agreement is October 27, 2011 through October 26, 2012.

18. <b>REGINALD LUCKETT</b>	\$22.17	<b>\$43,415.00</b>
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Account: 1001-000000-1150-117900-601009

Mr. Lockett will work as a Paralegal. He will be responsible for assisting prosecuting attorneys in case preparation. Mr. Lockett will review, assess, and summarize defendants' charges and prior criminal histories, as well as conduct legal research. The period of the agreement is September 29, 2011 through September 28, 2012.

19. <b>BRIAN WANDA</b>	\$50.00	<b>\$42,000.00</b>
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Account: 1001-000000-1150-120900-601009

Mr. Wanda will work as a Data Base Administrator. He will be responsible for the creation, modification, and analyzing of custom database views and Crystal reports. In addition, Mr. Wanda will be responsible for the Judicial Dialog administration including user and user group security, charge language, as well as drop down list maintenance, data cleanup, creation of exception reports and analysis queries to find errors and duplications. He will create scripts to correct issues, index tuning, checking scheduled jobs, and working on the server, etc.

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**PERSONNEL**

Hourly Rate

Amount

State's Attorney's Office - cont'd

The period of the agreement is effective upon Board approval for one year.

Circuit Court

20. **DELIA N. CROMARTIE** \$16.26 **\$31,005.20**

Account: 4000-487006-1100-114903-601002

Ms. Cromartie will continue to work as a Community Service Site Coordinator. Her duties will include but are not limited to developing written training materials and providing education, training, and technical assistance on the development of community service sites and on the community program to communities and other residents and staff. The period of the agreement is October 3, 2011 through September 30, 2012.

Department of Human Resources

21. **THOMAS PETER BERNIER** \$75.00 **\$ 7,000.00**

Account: 1001-000000-1603-172500-603026

Mr. Bernier will continue to work as a Hearing Officer and as Chief Hearing Officer. Mr. Bernier will be paid at a rate of \$200.00 for the first session, \$170.00 for each succeeding session and \$325.00 for each written report. The City Charter permits an investigation for employees discharged, reduced, or suspended for more than 30 days after completion of the probationary period. The Hearing Officer presides over these investigations and submits a recommendation to the Civil Service Commission for approval. In addition, the Chief Hearing Officer will

**AGENDA**

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**PERSONNEL**

Hourly Rate

Amount

Department of Human Resources - cont'd

review each written report submitted and handle administrative situations as they arise. The period of the agreement is effective upon Board approval for one year.

22. **THEODORA BUTLER** \$ 9.45 \$ **9,337.00**

Account: 4000-433512-3024-268400-601009

Ms. Butler will continue to work as a Receptionist at the Waxter Senior Center. Her duties will include but are not limited to answering telephones and direct incoming calls to the appropriate staff. In addition, she will provide information and assistance to clients on the telephone and in person and maintain records of trips and events by phone, in person or by mail. The period of the agreement is October 1, 2011 through September 30, 2012.

Health Department

23. **DARLENE KESS** \$ 9.00 \$ **8,892.00**

Account: 4000-433512-3024-268400-601009

Ms. Kess will work as an Office Assistant. She will be responsible for office support at the Zeta Senior Center, as well as act as liaison between the public and center director. Ms. Kess will use basic office equipment as required to register participants for membership, outings and class participation. In addition, she will maintain



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**PERSONNEL**

Hourly Rate

Amount

Health Department

membership information in the filing system and send out brochures and information to the public and center members. The period of the agreement is October 1, 2011 through September 30, 2012.

24. **HELEN WOODS** \$ 7.25 **\$ 7,163.00**

Account: 4000-432912-3024-268400-601009

Ms. Woods will continue to work as a Food Service Aide for the Sandtown Winchester Senior Center. Her duties will include, but are not limited to setting-up and serving meals. She will also order meals, supplies, and maintain inventory records. The period of the agreement is October 1, 2011 through September 30, 2012.

25. **PAULETTE WILLIS** \$ 8.16 **\$ 8,062.08**

Account: 4000-432912-3024-268400-601009

Ms. Willis will work as a Food Service Manager at the Waxter Senior Center. She will ensure: receipt and storage of food products, that meals are served, and that the service area and equipment are kept clean and sanitary. In addition, Ms. Willis will prepare and maintain paperwork, and meal counts, supply inventory and participant records. She will also document volunteer hours, record project income funds and supervise Food Service Aides. The period of the agreement is October 1, 2011 through September 30, 2012.

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**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u> - cont'd		
26. <b>SHIRLEY LOWERY</b>	\$ 7.40	<b>\$ 7,311.20</b>

Account: 4000-432912-3023-273300-601009

Ms. Lowery will continue to work as a Kitchen Aide for the Waxter Senior Center. The salary shows a 2% increase from the previous contract period. She will be responsible for setting up the kitchen and dining room area for breakfast and lunch, serving food, and assisting seniors that cannot seat or serve themselves. In addition, Ms. Lowery will assist with storing the food products properly and cleaning the kitchen after breakfast and lunch are served. The period of the agreement is October 1, 2011 through September 30, 2012.

27. <b>ANITA HORWATH</b>	\$21.00	<b>\$10,920.00</b>
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Account: 4000-436112-3255-316200-601009

Ms. Horwath will continue to work as an Artistic Director. Her duties will include, but will not be limited to coordinating and implementing the Ages on Stages Program for the Department, forming an improvisational acting ensemble with students from the Baltimore School for the Arts and senior adults in the community, and creating scenes from life experiences that address critical social issues and issues germane to caregivers. In addition, Ms. Horwath will conduct approximately 90 performances that will reach 20-25 individuals at 90 sites. The period of the agreement is October 1, 2011 through March 31, 2012.

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**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u> - cont'd		
28. <b>KATHY DEAVER</b>	\$ 7.40	<b>\$ 7,311.20</b>

Account: 4000-432912-3024-268400-601009

Ms. Deaver will continue to work as a Kitchen Aide for the Zeta Senior Center. The salary shows a 2% increase from the previous contract period. She will be responsible for setting up the kitchen and dining room area for breakfast and lunch, serving food, and assisting seniors that cannot seat or serve themselves. In addition, Ms. Deaver will assist with storing the food products properly and cleaning the kitchen after breakfast and lunch are served. The period of the agreement is October 1, 2011 through September 30, 2012.

29. <b>MARTHA GADSON</b>	\$ 7.40	<b>\$ 7,311.20</b>
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Account: 4000-432912-3023-273300-601009

Ms. Gadson will continue to work as a Kitchen Aide for the Waxter Senior Center. The salary shows a 2% increase from the previous contract period. She will be responsible for setting up the kitchen and dining room area for breakfast and lunch, serving food, and assisting seniors that cannot seat or serve themselves. In addition, Ms. Gadson will assist with storing the food products properly and cleaning the kitchen after breakfast and lunch are served. The period of the agreement is October 1, 2011 through September 30, 2012.

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**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u> - cont'd		
30. <b>ANNIE RICKS</b>	\$ 8.16	<b>\$ 8,062.08</b>

Account: 4000-432912-3250-319700-601009

Ms. Ricks will continue to work as a Food Service Manager at the Zeta Senior Center. The salary shows a 2% increase from the previous contract period. She will ensure: receipt and storage of food products, that meals are served, and that the service area and equipment are kept clean and sanitary. In addition, Ms. Ricks will prepare and maintain paperwork, the meal count, collect funds and order supplies. She will prepare daily reports on the Touch Screen System and supervise Food Service Aides. The period of the agreement is October 1, 2011 through September 30, 2012.

31. <b>ELIZABETH MICKLO</b>	\$ 8.16	<b>\$ 8,062.00</b>
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Account: 4000-432912-3024-268400-601009

Ms. Micklo will work as a Care Aide at the Hatton Senior Center. The salary shows a 2% increase from the previous contract period. Her duties will include, but are not limited to reviewing mail, screening telephone calls and visitors, providing information, and working with the Program Manager on specific matters. In addition, Ms. Micklo will set-up and serve meals for the Eating Together Program, assist seniors, advise the supervisor on program problems and community resources available for program use, and maintain resource files. The period of the agreement is October 1, 2011 through September 30, 2012.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department - cont'd</u>		
32. <b>LUCRETIA SHANNON</b>	\$14.00	<b>\$23,296.00</b>
Account: 4000-433412-3023-273300-601009		\$11,648.00
5000-534112-3044-273300-601009		\$11,648.00

Ms. Shannon will continue to work as a Benefits Counselor. Her duties will include, but not be limited to: scheduling and conducting community outreach sessions for various programs, providing senior health insurance screening and counseling, preparing Benefits Checkup reports for seniors, as requested and provide individualized counseling for seniors and their families regarding the Benefits Checkup report. The period of the agreement is October 1, 2011 through September 30, 2012.

33. Create the following position:

61113 - Health Program Administrator III  
 Grade 116 (\$53,900.00 - \$76,000.00)  
 Job No. to be assigned by BBMR

Costs: \$75,239.00 - 4000-424612-3080-294500-601001

34. Reclassify the following four positions:

Job No.: 3031-14582 - one position

a. From: 33215 - Office Supervisor  
 Grade 084 (\$33,510.00 - \$39,994.00)

To: 31100 - Administrative Coordinator  
 Grade 087 (\$37,407.00 - \$45,218.00)

Job No. 3031-14586 - one position

b. From: 33112 - Data Entry Operator II  
 Grade 078 (\$27,958.00 - \$32,241.00)

To: 33113 - Data Entry Operator III  
 Grade 081 (\$30,223.00 - \$35,806.00)

**AGENDA**

**BOARD OF ESTIMATES**

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**PERSONNEL**

Health Department

Job No. 3031-14585 - one position

c. From: 33212 - Office Assistant II  
Grade 075 (26,316.00 - \$29,913.00)

To: 33564 - Public Health Investigator  
Grade 430 (\$31,073.00 - \$34,534.00)

Job No. 3050-48954 - one position

d. From: 33712 - Real Estate Agent II  
Grade 112 (44,300.00 - \$62,600.00)

To: 34512 - Research Analyst II  
Grade 111 (\$41,700.00 - \$60,500.00)

Costs: \$12,425.00 - 4000-422411-3031-579200-601001

Board of Liquor License Commissioners

	<u>Hourly Rate</u>	<u>Amount</u>
35. <b>TRACY JAMES SULLINS</b>	\$15.00	<b>\$3,600.00</b>
36. <b>KATHERINE T. PRESBURY</b>	\$15.00	<b>\$3,600.00</b>

Account No: 1001-000000-2501-259500-610063

These individuals will work as Liquor Board Inspectors. Their duties will include but not be limited to visiting locations that have been issued special or one day licenses. They will monitor the sale and service of alcohol at the one day licensed events or extensions of licenses, participate in undercover investigations and complete inspection reports for licensed premises in the City of Baltimore. The period of the agreement is effective upon Board approval for one-year.

**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

Office of the Inspector General

37. Create the following position:

10210 - OIG Agent  
Grade 115 (\$51,000.00 - \$72,200.00)  
Job No. to be assigned by BBMR

Costs: \$78,000.00 - 1001-000000-1081-109300-601001

Department of Housing and Community Development

38. Create the following position:

10171 - Division Chief I  
Grade 943 (\$51,200.00 - 79,600.00)  
Job No. to be assigned by BBMR

Costs: \$74,525.00 - 1001-000000-5832-179970-601001

39. Reclassify the following position:

Job No. 6051-48452

From: 33213 - Office Assistant III  
Grade 078 (\$27,958.00 - \$32,241.00)

To: 34132 - Accounting Assistant II  
Grade 078 (\$27,958.00 - \$32,241.00)

There are no costs associated with this action.

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**09/28/2011**

**PERSONNEL**

Department of Finance

40. Create the following position:

31100 - Administrative Coordinator  
Grade 087 (\$37,407.00 - \$45,218.00)  
Job No. to be assigned by BBMR

Costs: \$57,292.00 - 2043-000000-1531-169900-601001

41. Reclassify the following filled position:

Job No. 2301-35687

From: 72494 - Construction Contract Administrator  
Grade 116 (\$53,900.00 - \$76,000.00)

To: 10172 - Division Chief II  
Grade 952 (62,700.00 - \$90,900.00)

Costs: \$5,241.60 - 3001-000000-2301-249300-601001

Department of Housing and Community Development

42. **CAROLE TAYLOR** \$25.50 **\$30,603.20**

Account: 1001-000000-1773-179400-601009

Ms. Taylor, retiree, will work as an Accountant II. This salary is in compliance with AM 212-1, Part I. Her duties will include but are not limited to reviewing, approving and maintaining records on all personnel actions. Ms. Taylor will maintain and keep a current personnel roster which will include a vacancy listing and a listing of salary saved positions. In addition, she will be responsible for all budget and accounting duties, assist in the preparation of the operating budget for the agency and revenue collection report. The period of the agreement is effective upon Board approval for one year.



**AGENDA**

**BOARD OF ESTIMATES**

**09/28/2011**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
43. <b>KATHLEEN CAMPBELL</b>	\$ 8.42	<b>\$12,259.00</b>

Account: 4000-432912-3024-268400-601009

Ms. Campbell will work as a Program Assistant at the Hatton Senior Center. Her duties will include but not be limited to answering the telephone, directing incoming calls to appropriate staff, reviewing and distributing all incoming mail and filing. In addition, Ms. Campbell will collect, compile, examine, and report data regarding participants and activities. The period of the agreement is October 1, 2011 through September 30, 2012.

44. <b>OTTOLIE McJILTON</b>	\$15.00	<b>\$18,720.00</b>
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Account: 4000-433512-3024-268400-601009

Ms. McJilton will work as a Program Assistant II at the Hatton Senior Center. Her duties will include but not be limited to assisting with the day to day operation of the program in the absence of the program director and assisting with the collection of statistical data relative to the program operation. In addition, Ms. McJilton will prepare reports in relation to State required reporting and provide information to assist seniors in accessing the Center via telephone. The period of the agreement is October 1, 2011 through September 30, 2012.

**AGENDA**

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Police Department - Grant Agreements

The Board is requested to approve and authorize execution of the grant agreements.

The Department submitted applications to the following intergovernmental agencies and was awarded funds for the indicated programs.

1. **GOVERNOR'S OFFICE OF CRIME AND PREVENTION/STOP VIOLENCE AGAINST WOMEN PROGRAM** **\$85,000.00**

Account: 4000-469912-2021-212600-600000

The funds will be used to pay the salary for three full time Domestic Violence Victim/Witness Liaisons and Contract Services Specialist I. The agreement is for the period October 1, 2011 through September 30, 2012.

2. **U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, NATIONAL INSTITUTE OF JUSTICE/2011 FORENSIC DNA BACKLOG REDUCTION PROGRAM** **\$669,143.00**

Account: 4000-469812-2024-212600-600000

The Department will use grant funds to extend the contracts of casework technicians, serologists, evidence technicians; DNA technicians, acquire needed equipment, and to provide for overtime and outsourcing funds. The goal of the project is to prevent future DNA backlogs and to help the criminal justice system use full potential of DNA technology. The agreement is for the period of October 1, 2011 through March 21, 2013.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

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**09/28/2011**

**PROPOSALS AND SPECIFICATIONS:**

1. Dept. of Public Works/Dept. - RP 11837, Baltimore Playlot  
of Recreation & Parks Project - FY'11  
**BIDS TO BE RECV'D: 10/26/11**  
**BIDS TO BE OPENED: 10/26/11**

**12:00 NOON**

**ANNOUNCEMENT OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**