

## NOTICES :

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

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

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

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

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

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

NOTICES - cont'd:

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The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on February 21, 2018.

The Board of Estimates will not receive or open bids on February 21, 2018. The Board of Estimates will reconvene on February 28, 2018.

## BOARD OF ESTIMATES' AGENDA - FEBRUARY 7, 2018

### 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:

|  |                 |
|--|-----------------|
| Asbestos Specialists, Inc.                                     | \$ 8,000,000.00 |
| Boulevard Contractors Corp.                                    | \$ 1,270,000.00 |
| Carter Paving & Excavating, Inc.<br>d/b/a Carter Site Services | \$ 8,000,000.00 |
| Civil Construction, LLC  | \$53,220,000.00 |
| DRM Associates, Inc.   | \$ 1,500,000.00 |
| E2CR, Inc.   | \$ 1,500,000.00 |
| The Six M Company, Inc.  | \$60,070,000.00 |

#### 2. Prequalification of Architects and Engineers

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

|                             |           |
|-----------------------------|-----------|
| Precision Systems, Inc.     | Engineer  |
| Spartan Engineering, LLC    | Engineer  |
| The Adams Design Group, LLC | Architect |

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

To bring the transit rates charged at Baltimore Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. These rates adjustments were unanimously approved by the PABC Board of Directors.

| Baltimore Street Garage Transient Rate Adjustments |              |               |                         |
|--|--------------|---------------|-------------------------|
| Rate to be Adjusted                                | Current Rate | Proposed Rate | Date of Last Adjustment |
| Up to 1-hour rate                                  | \$8.00       | \$9.00        | January 2017            |
| Up to 2-hour rate                                  | \$13.00      | \$14.00       | January 2017            |

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

To bring the transit rates charged at Little Italy Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. These rate adjustments were unanimously approved by the PABC Board of Directors.

| Little Italy Garage Transient Rate Adjustments |              |               |                         |
|--|--------------|---------------|-------------------------|
| Rate to be Adjusted                            | Current Rate | Proposed Rate | Date of Last Adjustment |
| Up to 1-hour rate                              | \$7.00       | \$8.00        | March 2017              |
| Up to 2-3 hour rate                            | \$9.00       | \$10.00       | March 2017              |
| Up to 4-5 hour rate                            | \$11.00      | \$12.00       | March 2017              |
| Up to 6-12 hour rate                           | \$15.00      | \$16.00       | March 2017              |
| Up to 12-24 hour rate                          | \$17.00      | \$18.00       | March 2017              |
| Evenings & Weekend rate                        | \$4.00       | \$5.00        | February 2014           |

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with ABA Health Services, Inc., Tenant, for the rental of a portion of the property known as the Lower Park Heights Multipurpose Center, located at 3939 Reisterstown Road – 1<sup>st</sup> floor, consisting of approximately 4,453 square feet of space. The period of the Lease Agreement is May 1, 2017 and through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

| <u>Annual Rent</u> | <u>Monthly Rate</u> |
|--------------------|---------------------|
| \$39,489.62        | \$3,290.80          |

**BACKGROUND/EXPLANATION:**

The leased premises will be used as office space for administrative use and counseling services. The Tenant will be responsible for liability insurance, maintenance and janitorial services of the leased premises, and telephone services of the leased premises.

The Landlord will be responsible for the parking area, exterior of the building, all interior common areas, all equipment and systems serving the building, trash and snow removal of the building, and paying for utilities such as water, gas, and electric.

The renewal period, if exercised, will be negotiated 90 days prior to the lease expiration provided the Tenant is not in default.

The Space Utilization Committee approved this lease agreement on October 17, 2017.

The Lease Agreement is late because the Tenant was unable to sign because of travel outside of the country.

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Department of Real Estate - Deed

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Deed with The Maryland Institute, to convey a certain parcel of land known as the former bed of West Trenton Street, extending from Shirk Alley westerly 135 feet, more or less, towards Falls Road, and no longer needed for public use.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00

**BACKGROUND/EXPLANATION:**

On December 23, 2013, the City entered into a closing agreement with The Maryland Institute, which would like to acquire a certain parcel of land known as the former bed of West Trenton Street, extending from Shirk Alley 135 feet, more or less, toward Falls Road. This proposed street closing is part of the site assembly for the Maryland Institute College of Art (MICA) campus. MICA owns the properties abutting this portion of Trenton Street and would incorporate it into future campus expansion.

The street closing process is intricate and involves public notice and other procedures before the Deed can be prepared for submission to the Board for approval.

The sale was authorized by means of Sales Ordinance No. 17-024 approved on June 13, 2017.

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

AGENDA

BOARD OF ESTIMATES

02/07/2018

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

| <u>Owner(s)</u>  | <u>Property</u>      | <u>Interest</u> | <u>Amount</u> |
|--|----------------------|-----------------|---------------|
| <u>Department of Housing and Community Development - Options</u> |                      |                 |               |
| 1. NCM Realty, LLC   | 636 N. Carey St.     | F/S             | \$148,500.00  |
| 2. Ground Rents, LLC   | 2620 Loyola Northway | G/R<br>\$90.00  | \$ 825.00     |
| 3. A & L, LLC  | 1302 Mosher St.      | G/R<br>\$60.00  | \$ 550.00     |
| 4. Tridack, LLC  | 1310 Mosher St.      | G/R<br>\$60.00  | \$ 550.00     |

Funds are available in account 9910-906126-9588-900000-704040, FY 17 CORE Demo Project.

|                    |                   |     |              |
|--------------------|-------------------|-----|--------------|
| 5. Granite 15, LLC | 2724 Fenwick Ave. | F/S | \$ 17,500.00 |
|--------------------|-------------------|-----|--------------|

Funds are available in account 9910-904326-9588-900000-704040, Fenwick CHM Project.

|   |                   |                |           |
|---|-------------------|----------------|-----------|
| 6. Chesapeake Bank<br>of Maryland<br>(once known as<br>Druid Hill<br>Federal Savings<br>and Loan) | 1634 Holbrook St. | G/R<br>\$90.00 | \$ 600.00 |
|---|-------------------|----------------|-----------|

Funds are available in account 9910-907079-9588-900000-704040, Block 1112 Site Assembly Project.

|                           |                           |                 |           |
|---------------------------|---------------------------|-----------------|-----------|
| 7. Judith I.<br>Rosenberg | 317 N. Carrollton<br>Ave. | G/R<br>\$100.00 | \$ 667.00 |
|---------------------------|---------------------------|-----------------|-----------|

Funds are available in account 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

AGENDA

BOARD OF ESTIMATES

02/07/2018

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

|                                | <u>Owner(s)</u>             | <u>Property</u>      | <u>Interest</u> | <u>Amount</u> |
|--------------------------------|-----------------------------|----------------------|-----------------|---------------|
| <u>DHCD - Options - cont'd</u> |                             |                      |                 |               |
| 8.                             | Lightfoot Ground Rents, LLC | 1032 W. Saratoga St. | G/R<br>\$ 25.00 | \$ 167.00     |
| 9.                             | Lightfoot Ground Rents, LLC | 1034 W. Saratoga St. | G/R<br>\$25.00  | \$ 167.00     |
| 10.                            | Lightfoot Ground Rents, LLC | 1036 W. Saratoga St. | G/R<br>\$25.00  | \$ 167.00     |
| 11.                            | Lightfoot Ground Rents, LLC | 1038 W. Saratoga St. | G/R<br>\$25.00  | \$ 167.00     |
| 12.                            | Lightfoot Ground Rents, LLC | 1040 W. Saratoga St. | G/R<br>\$25.00  | \$ 167.00     |
| 13.                            | Lightfoot Ground Rents, LLC | 1024 W. Saratoga St. | G/R<br>\$30.00  | \$ 200.00     |
| 14.                            | Lightfoot Ground Rents, LLC | 1030 W. Saratoga St. | G/R<br>\$25.00  | \$ 167.00     |
| 15.                            | Lightfoot Ground Rents, LLC | 1113 W. Mulberry St. | G/R<br>\$48.00  | \$ 320.00     |

Funds are available in account 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

In the event that the option agreement fail/s and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amount/s.

AGENDA

BOARD OF ESTIMATES

02/07/2018

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

| <u>Owner(s)</u>                 | <u>Property</u>   | <u>Interest</u> | <u>Amount</u> |
|---------------------------------|-------------------|-----------------|---------------|
| <u>DHCD - Condemnations</u>     |                   |                 |               |
| 16. Douglas Properties LLC      | 2201 Booth St.    | F/S             | \$ 25,000.00  |
| 17. Capital Asset Special, Inc. | 510 Gold St.      | G/R<br>\$60.00  | \$ 500.00     |
| 18. Benelo International, LLC   | 510 Gold St.      | L/H             | \$ 26,500.00  |
| 19. Lawrence Ngashu             | 317 N. Monroe St. | L/H             | \$ 14,458.00  |
| 20. Midstar23 Investments, LLC  | 1336 Mosher St.   | L/H             | \$ 28,000.00  |
| 21. Jeb Stuart Fries            | 712 Mura St.      | G/R<br>\$160.00 | \$ 1,333.33   |
| 22. Regina Taper                | 2512 Salem St.    | L/H             | \$ 21,650.00  |

Funds are available in account 9910-906126-9588-900000-704040, FY CORE Demo Project.

|                      |                    |     |             |
|----------------------|--------------------|-----|-------------|
| 23. Annie M. Johnson | 3128 Woodland Ave. | F/S | \$ 7,000.00 |
|----------------------|--------------------|-----|-------------|

Funds are available in account 9910-906126-9588-900000-704040, Park Heights Project.

The fair market values were substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of these properties in conformity with the requirements of the applicable law.

AGENDA

BOARD OF ESTIMATES

02/07/2018

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

| <u>Owner(s)</u>   | <u>Property</u>  | <u>Interest</u> | <u>Amount</u> |
|---|------------------|-----------------|---------------|
| <u>DHCD - Condemnation or Redemption</u>  |                  |                 |               |
| 24. Wells Fargo Bank,<br>National Assn.<br>as successor in<br>interest to The<br>Savings Bank of<br>Baltimore | 2319 Harford Rd. | G/R<br>\$72.00  | \$ 480.00     |

Funds are available in account 9910-908044-9588-900000-704040, Gateway Park Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for the property.

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Employees' Retirement System (ERS) - Subscription Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the ERS to approve and authorize execution of a Subscription Agreement for its participation in the ISQ Global Infrastructure Fund II (USTE), L.P., managed by I Squared Fund II Manager, L.P.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000,000.00 - approximately of ERS funds  
\$ 240,000.00 - annual fees

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

All funds and expenses will be expended from the ERS. I Squared Fund II Manager, L.P. will be investing \$15,000,000.00 of ERS assets in the ISQ Global Infrastructure Fund II (USTE), L.P., a commingled fund investing in global infrastructure projects. The annual fees will be \$240,000.00.

The ERS Board of Trustees conducted a search for a global infrastructure manager and, as a result of that search, the Board unanimously selected I Squared Fund II Manager, L.P. The search and selection process was conducted with the assistance and advice of the ERS's investment advisor, Pension Consulting Alliance.

**MWBOO GRANTED A WAIVER.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Retiree Benefit Trust/Employees' - Subscription Agreement  
Retirement System

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System, acting as fiduciaries for the Retiree Benefit Trust of the City of Baltimore (OPEB Trust) to approve and authorize execution of a Subscription Agreement for its participation in the ISQ Global Infrastructure Fund II (USTE), L.P., managed by I Squared Fund II Manager, L.P.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000,000.00 - approximately of OPEB Trust funds  
\$ 80,000.00 - annual fees

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

All funds and expenses will be expended from the OPEB Trust. I Squared Fund II Manager, L.P. will be investing \$5,000,000.00 of OPEB Trust assets in the ISQ Global Infrastructure Fund II (USTE), L.P., a commingled fund investing in global infrastructure projects. The annual fees will be \$80,000.00.

The ERS Board of Trustees conducted a search for a global infrastructure manager and, as a result of that search, the Board unanimously selected I Squared Fund II Manager, L.P. The search and selection process was conducted with the assistance and advice of the OPEB Trust's investment advisor, Pension Consulting Alliance.

**MWBOO GRANTED A WAIVER.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1801 Rutland Avenue, (Block 1447, Lot 001) by gift from Dominion Financial Services, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Dominion Financial Services, LLC has offered to donate to the City, title to the property at 1801 Rutland Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through December 26, 2017, other than water bills which must be paid as part of the transaction is as follows:

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

DHCD - cont'd

|                    |                         |                   |
|--------------------|-------------------------|-------------------|
| Real Property Tax  | 2017-2018               | \$ 74.94          |
| Real Property Tax  | 2016-2017               | 102.87            |
| Real Property Tax  | 2015-2016               | 119.43            |
| Miscellaneous      | 7481559                 | 316.23            |
| Miscellaneous      | 7927668                 | 308.66            |
| Miscellaneous      | 8003121                 | 255.10            |
| Miscellaneous      | 8079741                 | 226.51            |
| Miscellaneous      | 8133175                 | 233.97            |
| Miscellaneous      | 8173486                 | 231.07            |
| Miscellaneous      | 8189409                 | 228.17            |
| Miscellaneous      | 8216954                 | 211.07            |
| Miscellaneous      | 8230302                 | 219.47            |
| Miscellaneous      | 8250292                 | 216.57            |
| Miscellaneous      | 8341786                 | 211.86            |
| Miscellaneous      | 8364895                 | 244.90            |
| Miscellaneous      | 8403446                 | 206.33            |
| Environmental Fine | 54620810                | 1,500.00          |
| Registration       | 076104                  | 304.20            |
| Personal Property  | W06757439               | <u>631.21</u>     |
|                    | <b>Total Taxes Owed</b> | <b>\$5,842.56</b> |

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2525 E. Hoffman Street, (Block 1521, Lot 037) by gift from Dominion Properties, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Dominion Financial Services, LLC has offered to donate to the City, title to the property at 2525 E. Hoffman Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through December 26, 2017, other than water bills which must be paid as part of the transaction is as follows:

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

DHCD - cont'd

|                   |                         |                  |
|-------------------|-------------------------|------------------|
| Real Property Tax | 2017-2018               | \$ 89.92 (paid)  |
| Personal Property | W6757439                | <u>631.24</u>    |
|                   | <b>Total Taxes Owed</b> | <b>\$ 631.24</b> |

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Department of Audits - Audit Reports and Related Audit Digests

The Board is requested to **NOTE** receipt of the following Audit Reports and related Audit Digests.

1. Performance Audit Report Department of Finance Fiscal Years ended June 30, 2016 and 2015.
2. Performance Audit Report Baltimore Development Corporation Fiscal Years ended June 30, 2016 and 2015.
3. Performance Audit Report Department of General Services Fiscal Years ended June 30, 2016 and 2015.

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/ - RP 17817, Skatepark of  
Department of Recreation & Parks Baltimore - Phase III  
**BIDS TO BE RECV'D: 3/14/2018**  
**BIDS TO BE OPENED: 3/14/2018**

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Office of the State's Attorney - Intergovernmental Agreement

**ACTION REQUESTED BY B/E**

The Board is requested to approve and authorize execution of an Intergovernmental Agreement with the State of Maryland, Department of Juvenile Services. The period of the Intergovernmental Agreement is January 1, 2018 through March 19, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$99,843.46 - 5000-504718-1150-118300-601001

**BACKGROUND/EXPLANATION:**

This Intergovernmental Agreement funds the Immediate Charging Project which allows the State's Attorney's Office to expedite the charging process at the Baltimore City Juvenile Justice Center. The primary goal is to reduce case processing time between arrest and final disposition for Baltimore City youth. The fund will be used to cover the salaries of three full-time attorneys and three part-time attorneys.

This request is late because of the length of time required to obtain approval of the agreement and receive the documents.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Department of Human Resources - Consulting Agreements

The Board is requested to approve and authorize execution of the Consulting Agreements for the below listed Hearing Officers. The period of the Agreement is effective upon Board approval for one year, unless terminated sooner by one of the parties.

- |                              |                   |
|------------------------------|-------------------|
| 1. <b>JULIE C. JANOFSKY</b>  | <b>\$7,000.00</b> |
| 2. <b>ANDREA K. THOMPSON</b> | <b>\$7,000.00</b> |

Account - 1001-000000-1603-172500-603026

The cost incurred for each hearing is charged to the appellant's agency. The Hearing Officer rates are \$230.00 for the first session, \$192.50 for each succeeding session (session lasting no more than 3 hours), and \$330 for each written report.

**BACKGROUND/EXPLANATION:**

The Baltimore City Charter permits an investigation for employees discharged, reduced or suspended for more than 30 days after termination of the probationary period. The Hearing Officer presides over these investigations and submit a recommendation to the Civil Service Commissioners for approval.

The Hearing Officers will fulfill the Civil Service Commission's need relative to the appeals process for terminations, demotions and suspensions. Ms. Janofsky and Ms. Thompson have been Hearing Officers for the Civil Service Commission since February of 2015.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Mayor's Office of Criminal Justice (MOCJ) - Service Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Service Agreement with Washington/Baltimore HIDTA and Mercyhurst University. The period of the Service Agreement is January 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$48,924.00 - 4000-468918-2255-785700-600000

**BACKGROUND/EXPLANATION:**

On January 25, 2018, the MOCJ was informed that the Executive Board of the Washington/Baltimore HIDTA and Mercyhurst University under the authority of a federal grant from the Office of National Drug Control Policy authorized grant funds in the amount of \$48,924.00.

The funds will be used to pay a portion of the salary for the MOCJ Prevention Coordinator who is responsible for 1) educating communities, city agencies, service providers, and other stakeholders on the City's strategy to reduce gun violence; 2) expanding the city's response to gun violence through strategic partnerships with providers equipped to support the "whole" person with an emphasis on workforce development, physical and behavioral health, and housing; 3) supporting ongoing assessment and evaluation of violence reduction process and impact, and developing recommendations for improvement; and 4) supporting other city-wide prevention initiatives.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Department of Transportation - Minor Privilege Permit Applications

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

|    | <u>LOCATION</u>          | <u>APPLICANT</u>                    | <u>PRIVILEGE/SIZE</u>                      |
|----|--------------------------|-------------------------------------|--|
| 1. | 2437 Eastern Avenue      | Barbara Maloni                      | Outdoor seating<br>20' x 4'                |
|    | \$337.50 - Annual Charge |                                     |  |
| 2. | 1532 Covington Street    | Blueprint Development II, LLC       | One set of steps<br>11'6" x 3'             |
|    | \$ 35.20 - Flat Charge   |                                     |  |
| 3. | 3111 Saint Paul Street   | Prosperity Trading Corp.            | Awning with signage 22.25' x 4'            |
|    | \$560.70 - Flat Charge   |                                     |  |
| 4. | 20 E. Lanvale Street     | 22-24 E. Lanvale, LLC               | Single face electric sign<br>12.85 sq. ft. |
|    | \$210.90 - Flat Charge   |                                     |  |
| 5. | 1200 S. Haven Street     | Exxon Corp. 0059                    | One monitoring well                        |
|    | \$ 70.00 - Annual Charge |                                     |  |
| 6. | 633 Aisquith Street      | Housing Authority of Baltimore City | Wall/fence 112.5 sq. ft.                   |
|    | \$223.13 - Annual Charge |                                     |  |

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Department of Transportation - cont'd

|    | <u>LOCATION</u>        | <u>APPLICANT</u>             | <u>PRIVILEGE/SIZE</u>     |
|----|------------------------|------------------------------|---------------------------|
| 7. | 3515 E. Lombard Street | Xiu Hua Zhu                  | Awning 10' x 3'           |
|    | \$210.90 - Flat Charge |                              |                           |
| 8. | 3208 Saint Paul Street | The Johns Hopkins University | A-frame sign<br>24" x 36" |
|    | \$ 52.80 - Flat Charge |                              |                           |

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Department of Transportation - Right-of-Entry Agreements

The Board is requested to approve and authorize execution of the following Right-of-Entry Agreements:

1. **BALTIMORE CITY PUBLIC SCHOOL SYSTEM** **\$ 0.00**

The Department of Public Works is proposing a Storm Water Management Project, ER-4126. As part of this project, construction access will be needed at nine school locations throughout Baltimore City. This agreement will allow the contractor to install storm water features to various school grounds. The period of the agreement is February 1, 2018 through January 31, 2019.

2. **BALTIMORE CITY PUBLIC SCHOOL SYSTEM** **\$ 0.00**

The Department of Public Works is proposing an Impervious Removal Project, ER-4125. As part of this project, construction access will be needed at 14 school locations throughout Baltimore City. This agreement will allow the contractor to remove impervious material from various school grounds and thus improve the City's water quality. The period of the agreement is February 1, 2018 through February 28, 2019.

**MBE/WBE PARTICIPATION:**

N/A

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Department of Transportation - Developer's Agreement No. 1549

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1549 with 416 Howard Street, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$24,787.00

**BACKGROUND/EXPLANATION:**

416 Howard Street, LLC would like to install a new water service and sanitary house connection to its proposed new building located at 416 North Howard Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$24,787.00 has been issued to 416 Howard Street, 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 No. 1549 has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Full Release of Retainage Agreement with M. Luis Construction Company, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$28,150.00 - 2071-000000-5521-608911-603026

**BACKGROUND/EXPLANATION:**

As of October 13, 2015, M. Luis Construction Company, Inc. completed 100% of all work for WC 1265, Sidewalk Restoration in Various Locations. The Contractor has requested a full release of retainage in the amount of \$28,150.00. Currently, the City is holding \$28,150.00 in retainage for the referenced project and the Contractor is requesting to reduce the amount of retainage to \$0.00.

**MWBOO APPROVED THE RELEASES OF RETAINAGE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 006 to EMA, Inc., under Project No. 1176, (SDC 7794), On-Call Colgate Stormwater Pumping Station Upgrade. The period of Task No. 006 is approximately nine months.

**AMOUNT OF MONEY AND SOURCE:**

\$288,195.30 - 9958-918018-9520-900020-703026

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction requests the study and design for upgrade of the Colgate Stormwater Pumping Station. Work under this proposed task is intended to address areas of concern associated with the existing Colgate Stormwater Pumping Station including needed major improvements to the pumps, motors, discharge and suction piping and valves. This upgrade design Scope of Work will include data collection, civil, architectural, structural, mechanical, electrical and heating, ventilation and air conditioning, instrumentation, and control components of the station. An environmental assessment will be performed to identify hazardous materials that could be impacted by the renovation.

The scope of the original agreement includes providing the following process control and Supervisory Control and Data Acquisition (SCADA) engineering services for water and wastewater treatment process automation: preparation of studies, investigation of systems, Professional Contractors Solutions (PCS) and SCADA troubleshooting, preparation of design documents for processing, mechanical, electrical, and instrumentation systems, which integrates with the PCS, SCADA, Laboratory Information Management Systems, Maintenance Information & Management Systems, and Geographic Information Systems. In addi-

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

tion, the scope of the original agreement included preparation of bid documents and cost estimates and providing post award services.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 15% and the WBE 10% goals assigned to the original agreement.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**TRANSFER OF FUNDS**

| <u>AMOUNT</u>                 | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-------------------------------|-----------------------|---------------------|
| \$350,000.00                  | 9958-903439-9522      |                     |
| 26 <sup>th</sup> Rec. & Parks | Constr. Res.          |                     |
|                               | On-Call Storm Drain   |                     |
| \$288,600.63                  | -----                 | 9958-918018-9520-3  |
|                               |                       | Engineering         |
| <u>61,399.37</u>              | -----                 | 9958-918018-9520-9  |
| <b>\$350,000.00</b>           |                       | Administration      |

This transfer will cover the costs for Project No. 1176, Task No. 6, Design of SDC 7794, Colgate Pumping Station.

(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**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with EBA Engineering, Inc., under SC 892R, PAS Structural Rehabilitation of Chlorine Contract Chambers at Patapsco Wastewater Treatment Plant. The Agreement is effective for three years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$168,856.77 (32%)  
358,820.62 (68%)  
**\$527,677.39** - 9956-907542-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction will provide post award engineering services to assist the City during the construction of the Structural Rehabilitation of Chlorine Contract Chambers At Patapsco Wastewater Treatment Plant under SC 892R. The engineering services include, review of shop drawings, responding to request for information, reviewing proposed change orders, preparing operational and maintenance manuals. They will also provide assistance to train the station personnel in the operation and maintenance of equipment and systems being furnished under the contract. In addition, the Consultant will conduct conditional acceptance, prepare punch list items and a final acceptance inspection.

**MBE/WBE PARTICIPATION:**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**MWBOO SET GOALS OF 27% MBE AND 10% WBE.**

|  |              |        |
|--|--------------|--------|
| <b>MBE:</b> Environ-Civil Engineering,<br>Ltd. | \$143,919.29 | 27.27% |
|--|--------------|--------|

|   |              |        |
|---|--------------|--------|
| <b>WBE:</b> Constellation Design Group,<br>Inc. | \$ 64,907.89 | 12.30% |
|---|--------------|--------|

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 009 to Hazen & Sawyer PC, under Project No. 1502, (WC 1363), On-Call Project and Construction Management Assistance Services. The period of Task No. 009 is approximately six months.

**AMOUNT OF MONEY AND SOURCE:**

\$134,356.00 - 9960-901749-9557-900020-706063

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction is in need of construction management assistance services from Hazen & Sawyer PC. The Senior Engineer will provide support on WC 1363, Allendale Neighborhood and Vicinity Water Main Rehabilitation. The work requested is within the original scope of the agreement. The original contract will expire on December 8, 2019.

The scope of the original agreement includes assisting the Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of the contractor's application for payment, and attendance at progress meetings. In addition, the scope includes preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, request for information reviews and responses, and construction contract administrative support.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 0% and the WBE 0% goals assigned to the original agreement.

AGENDA

BOARD OF ESTIMATES

02/07/2018

DPW - cont'd

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement (Amendment) with Shah & Associates, Inc., under SC 927, Design of Electrical Distribution System Reliability Improvements, Physical Security Upgrades, and on Site Power Generation at the Back River Wastewater Treatment Plant. The amendment will extend the period of the agreement through April 9, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 (50%) - Baltimore City  
100,000.00 (50%) - Baltimore County  
\$200,000.00 - 9956-917337-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction needs Shah & Associates, Inc. to continue providing Engineering Services for the integration and compatibility of the On-Site Electrical Power Generation with the Electrical System Upgrade at the Back River Wastewater Treatment Plant. This has been necessitated because the Office of Sustainable Energy (OSE) is planning to install on-site electrical power generation at the Back River Wastewater Treatment Plant. The OSE is proposing upgrading existing 3 MW Combined Heat and Power (CHP) facilities, installing new 2 MW CHP facilities; utilizing natural gas and biogas blended fuel; and installing new 4 MW CHP facilities utilizing natural gas to provide generation to the Back River Wastewater Plant and heat to the Synagro Facility. The major scope of work includes coordination with the OSE, S.C. 927 Electrical System Upgrade, ongoing construction projects and future planned projects, technical consultation, and assistance related to electrical power generation tie-in with the existing electrical system review OSE design drawings and specifications, evaluate daily load demand and attend progress meetings.

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

The scope of the original agreement includes design improvements to the 33KV electrical distribution system, stand by power and power distribution system physical security upgrades. The scope of work includes load flow and short circuit analysis, evaluation of 33 KV switch failure and a third 33 KV Baltimore Gas & Electric (BGE) feeder, metering of all the substation and connection to the Supervisory Control & Data Acquisition (SCADA) energy system, replace all circuit breakers containing asbestos, lighting protection masks at all the substations, provide new redundant feeder pathways to avoid sharing of manholes/ductbanks by feeders serving the same facility, extend the 33 KV feeder from the sectionalizing switches to primary substations in redundant underground ductbank, reconnect the 33 KV distribution feeders in the plant to create an open loop configuration to provide improved reliability and service ability of the power distribution system, evaluation of centralized versus distributed power generation, provide security devices to monitor/control main and primary substations, access to the manholes, and SCADA system upgrades for any field changes. The consultant will prepare the final contract document, construction cost estimates, and provide assistance during the bidding period. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to design this project.

**MBE/WBE PARTICIPATION:**

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

**MBE: 27%**

**WBE: 10%**

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Department of Public Works/Office - Agreement for Post Award  
of Engineering and Construction Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Hazen and Sawyer/AECOM A Joint Venture for WC 1211, Post Award Services for Ashburton Reservoir Zone 2 Tanks. The period of the Agreement is effective upon Board approval for 80 months or until the upset limit is reached.

**AMOUNT OF MONEY AND SOURCE:**

\$4,910,440.03 (58.16%) - Baltimore City  
3,533,023.97 (41.84%) - Baltimore County  
**\$8,443,464.00** - 9960-904743-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction needs the consultant to provide post award services for WC 1211. The project scope includes construction phase engineering and inspection assistance.

The scope of the original agreement includes construction phase engineering and inspection assistance services for the proposed improvements, which consists of two buried, 25 MG pre-stressed concrete tanks located in Hanlon Park adjacent to the existing Ashburton Reservoir at an overflow elevation of 353-feet above mean sea level; along with appurtenant piping improvements to connect the new tanks to the Ashburton Water Filtration Plant (WFP), the Ashburton Pumping Station (PS) and the interconnecting water distribution system. This project will help bring the City into compliance with EPA standards and gain the water quality benefits included with a covered water reservoir. The construction contract has a duration of 64-months. Taking into account, the 12-month contract maintenance period following construction completion and allowing for a 4-month final closeout period, the duration of the Post Award Services agreement assumes an 80-month total duration.

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

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

**MBE/WBE PARTICIPATION:**

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

**MWBOO SET GOALS OF 10% MBE 4% WBE.**

|                                     |                     |               |
|-------------------------------------|---------------------|---------------|
| <b>MBE:</b> Savin Engineers, P.C.   | \$530,647.00        | 6.28%         |
| Findling, Inc.                      | 127,724.00          | 1.51          |
| MA Engineering Consultants,<br>Inc. | <u>210,174.00</u>   | <u>2.48</u>   |
| <b>Total:</b>                       | <b>\$868,545.00</b> | <b>10.27%</b> |
| <b>WBE:</b> P.E.L.A. Design, Inc.   | \$178,668.00        | 2.11%         |
| Straughan Environmental,<br>Inc.    | 71,054.00           | 0.84          |
| Phoenix Engineering, Inc.           | <u>113,784.00</u>   | <u>1.34%</u>  |
| <b>Total:</b>                       | <b>\$363,506.00</b> | <b>4.29%</b>  |

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:  
38 - 41  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.  
In connection with the Transfers of Funds,  
reports have been requested  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

AGENDA

BOARD OF ESTIMATES

02/07/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/ Office of  
Engineering and Construction (DPW/OE&C)

|                                   |                     |                |
|-----------------------------------|---------------------|----------------|
| 1. WC 1272, Pennington            | Pipeway Energy      | \$1,750,704.05 |
| Avenue and Vicinity               | Construction        |                |
| Water Main Replacement            |                     |                |
| <b>MBE:</b> CBY Enterprises, Inc. | \$ 87,536.00        | 5.00%          |
| Nasir & Associates, LLC           | 87,534.00           | 5.00%          |
|                                   | <u>\$175,070.00</u> | <u>10.00%</u>  |
| <b>WBE:</b> Priceless Industries, | \$ 17,507.00        | .99%           |
| Inc.                              |                     |                |
| Sunrise Safety Services,          | 17,507.00           | .99%           |
| Inc.                              | <u>\$ 35,014.00</u> | <u>1.98%</u>   |

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. TRANSFER OF FUNDS

| <u>AMOUNT</u>         | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u>                           |
|-----------------------|-----------------------|---|
| <b>\$2,454,887.00</b> | 9960-909100-9558      |   |
| Water Revenue         | Constr. Reserve       |   |
| Bonds                 |                       |   |
| \$ 175,070.00         | -----                 | 9960-909634-9557-<br>900020-2<br>Extra Work   |
| 175,070.00            | -----                 | 9960-909634-9557-<br>900020-3,<br>Engineering |
| 249,000.00            | -----                 | 9960-909634-9557-<br>900020-5,<br>Inspection  |

AGENDA

BOARD OF ESTIMATES

02/07/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OE&C - cont'd

|                       |       |  |
|-----------------------|-------|--|
| 1,750,704.05          | ----- | 9960-909634-9557-<br>900020-6,<br>Construction   |
| <u>105,042.95</u>     | ----- | 9960-909634-9557-<br>900020-9,<br>Administration |
| <b>\$2,454,887.00</b> |       |  |

This transfer will provide funds to cover the cost associated with the award of WC 1272, Pennington Avenue and Vicinity Water Main Replacement.

- 3. WC 1366, Urgent Need Spiniello Companies \$6,543,300.00  
Water Infrastructure  
Rehabilitation
- MBE:** Machado Construction \$588,900.00 9%  
Company, Inc.
- WBE:** R&R Contracting \$130,900.00 2%  
Utilities, Inc.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

4. TRANSFER OF FUNDS

| <u>AMOUNT</u>         | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-----------------------|-----------------------|---------------------|
| \$7,177,640.12        | 9960-921032-9558      |                     |
| Water Revenue         | Constr. Reserve       |                     |
| Bonds                 | Water Appurtenances   |                     |
| 250,000.00            | 9960-909100-9558      |                     |
| County's              | Constr. Reserve       |                     |
| 1,314,917.88          | " "                   |                     |
| County's              |                       |                     |
| <b>\$8,742,558.00</b> |                       |                     |

AGENDA

BOARD OF ESTIMATES

02/07/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OE&C - cont'd

| <u>AMOUNT</u>                | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u>                    |
|------------------------------|-----------------------|--|
| \$ 654,330.00                | -----                 | 9960-910146-900020-2<br>Extra Work     |
| 654,330.00                   | -----                 | 9960-910146-900020-3<br>Engineering    |
| 498,000.00                   | -----                 | 9960-910146-900020-5<br>Inspection     |
| 6,543,300.00                 | -----                 | 9960-910146-900020-6<br>Construction   |
| <u>392,598.00</u>            | -----                 | 9960-910146-900020-9<br>Administration |
| <b><u>\$8,742,558.00</u></b> |                       |  |

This transfer will provide funds to cover the cost associated with the award of WC 1366, Urgent Needs Water Infrastructure Rehabilitation.

Bureau of Procurement

- 5. B50005254, Preventa- Advance Scale of \$ 34,480.00  
tive Maintenance Maryland, L.L.C.  
for Truck Scales
- (DPW, Solid Waste)

AGENDA

BOARD OF ESTIMATES

02/07/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

|    |   |   |              |
|----|---|---|--------------|
| 6. | B50005223, Light<br>Towers and Solar<br>Powerered Arrow<br>Boards | <u>Item No. 1</u><br>National Capital<br>Industries, Inc. | \$147,016.00 |
|    |   | <u>Item No. 2</u><br>Dimensional Products,<br>Inc.        | \$ 29,736.00 |

(Dept. of General  
Services, Fleet Mgmt.)

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from manufacturer authorized dealers who are required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the various agreements with the service providers.

1. **VOLUNTEERS OF AMERICA CHESAPEAKE, INC.** **\$439,667.42**

Account: 1001-000000-3572-772800-603051

The organization will use funds to operate the "Bridge Housing" transitional housing shelter project for up to 40 homeless men and women who were previously part of the Guilford St. homeless encampment site. Funds will be used to cover facility rent, personnel, facility repairs, utilities, furnishings, client emergency needs, food, and shelter supply expenses. The period of the Provider Agreement is January 1, 2018 through June 30, 2018.

**MWBOO GRANTED A WAIVER.**

2. **VOLUNTEERS OF AMERICA CHESAPEAKE, INC.** **\$266,161.50**

Account: 1001-000000-3572-772800-603051

The organization will use funds to operate a rapid rehousing project for up to 40 homeless men and women who were previously part of the Guilford St. homeless encampment site. The project will provide clients with case management services, assistance with locating and securing permanent housing units, and rental assistance. Funds will be used to cover personnel costs, program operating expenses, client rental assistance, and administrative expenses. The period of the Provider Agreement is January 1, 2018 through June 30, 2018.

**MWBOO GRANTED A WAIVER.**

The Provider Agreements are late because of delays in budget negotiations with Volunteers of America Chesapeake, Inc.

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Mayor's Office of Human Services - cont'd

3. **THE FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$573,742.00**

Account: 1001-000000-4460-798400-603051

The organization will use funding to help create, monitor and evaluate innovative programs for Out of School Time programming and Community Schools initiatives in Baltimore City. Subgrantee programs include BELL, Boys and Girls Club of Metropolitan Baltimore, Inc., Koinonia Baptist Church, Smart Steps Youth Services, Inc., Child First Authority, Inc., and YMCA of Central Maryland, Inc. Funds under this agreement will also be used to support a planning grant for community schools programming at Coppin State University as well as to cover expenses for CHARM software licenses and the BERC community research program. The period of the Provider Agreement is July 1, 2017 through June 30, 2018.

The Provider Agreement is late because of the delays in receiving the project budgets from The Family League of Baltimore City, Inc.

**MWBOO GRANTED A WAIVER.**

4. **FUSION PARTNERSHIPS, INC.** **\$ 18,738.61**

Account: 4000-480018-3572-333654-603051

The organization will use funds to operate a day shelter and provide outreach services for homeless women in Baltimore City. The funds will be used to cover personnel costs, rent, food, utilities, and operating costs for the shelter. The period of the Provider Agreement is July 1, 2017 through June 30, 2018.

The delay in submitting the agreement is due to a delay in budget negotiations with Fusion Partnerships, Inc.

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Mayor's Office of Human Services - cont'd

5. **THE SALVATION ARMY BALTIMORE, MARYLAND, INC.** **\$141,680.00**

Account: 5000-502818-3572-764500-603051

The Salvation Army, a Georgia Corporation for the Salvation Army, Baltimore, will use funds to provide emergency shelter bed nights for homeless families in Baltimore City. The Salvation Army will use funds to cover personnel costs, shelter operating expenses, and client costs such as transportation and food on a per night basis. The period of the Agreement is July 1, 2017 through June 30, 2018.

The delay in submitting the agreement is due to a delay in receiving the state grant award notification and a delay in budget negotiations with The Salvation Army.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

AGENDA

BOARD OF ESTIMATES

02/07/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |   |              |         |
|---|--------------|---------|
| 1. SKALAR, INC.<br>Contract No. 08000 - Service Agreement for Skalar San ++ Analyzer - Department of Public Works - Water and Wastewater - P.O. No. P529942 | \$ 20,000.00 | Renewal |
|---|--------------|---------|

On January 27, 2015, the Board approved the initial award in the amount of \$23,000.00. The award contained three renewal options. Two renewal options have been exercised. This equipment checks the various levels of phosphate and nitrogen during treatment at the wastewater treatment plants to show that the City is meeting State and Federal Regulations. The final renewal in the amount of \$20,000.00 is for the period February 1, 2018 through January 31, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |  |             |         |
|--|-------------|---------|
| 2. AMERICAN TEST CENTER, INC.<br>Contract No. B50004929 - Annual and Five Year Certifications and Inspections for Ladder Trucks - Department of General Services - Fleet Management - P.O. No. P538998 | \$ 7,000.00 | Renewal |
|--|-------------|---------|

On March 29, 2017, the Board approved the initial award in the amount of \$38,000.00. This sole renewal in the amount of \$7,000.00 is for the period April 1, 2018 through March 31, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

AGENDA

BOARD OF ESTIMATES

02/07/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |   |              |         |
|---|--------------|---------|
| 3. REPUBLIC PARKING   |              |         |
| SYSTEM, LLC   | \$360,000.00 | Renewal |
| Contract No. B50001251 - Parking Meter Coin Collection Services<br>- Department of Finance - P.O. No. P529769 |              |         |

On December 9, 2009, the Board approved the initial award in the amount of \$705,600.00. The award contained eight 1-year renewal options. Six renewals have been approved by the Board. This seventh renewal in the amount of \$360,000.00 is for the period February 1, 2018 through January 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 8, 2009, it was determined that no goals would be set because of no opportunity to segment the contract due to the handling of substantial City monies with the security and liability issues leaving no contract items to be segmented.

- |                               |                     |              |
|-------------------------------|---------------------|--------------|
| 4. RAND WORLDWIDE SUBSIDIARY, |                     |              |
| INC. d/b/a IMAGINIT           | \$ 14,866.46        | Ratification |
| TECHNOLOGIES                  | 44,599.38           | Renewal      |
|                               | <b>\$ 59,465.84</b> |              |

Contract No. 08000 - Archibus Maintenance and Support Agreement  
- Department of General Services - P.O. No. P527708

On June 4, 2014, the Board approved the initial award in the amount of \$29,400.00. The award contained five renewal options. Subsequent actions including two renewals have been approved. Due to an administrative error, the contract was not renewed prior to the expiration date. This third renewal in the amount of \$44,599.38 will provide the

AGENDA

BOARD OF ESTIMATES

02/07/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

required maintenance and support for the Archibus system, which coordinates the building maintenance, renovations, and construction projects for various City facilities. The period of the ratification is November 2, 2017 through February 6, 2018. The period of the renewal is February 7, 2018 through October 31, 2019 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

- 5. ACME AUTO LEASING LLC  
 ALL CAR LEASING, INC.  
 d/b/a NEXTCAR  
 ENTERPRISE RAC COMPANY OF  
 BALTIMORE, LLC

|                |          |
|----------------|----------|
| \$1,000,000.00 | Increase |
|----------------|----------|

Contract No. B50004568 - Provide Various Rental Vehicles - Baltimore Police Department, etc. - P.O. Nos. P536011, P536012 and P536013

On June 22, 2016, the Board approved the initial award in the amount of \$3,500,000.00. This increase in the amount of \$1,000,000.00 is necessary to fund the contract through the end of the current term to continue supplying rental vehicles to the Baltimore Police Department and other agencies. Additionally, the increase will be used by the Baltimore Police Department to pay outstanding invoices for rentals, tickets, and damages to various vehicles. The contract expires on July 1, 2018. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

02/07/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

**MBE/WBE PARTICIPATION:**

On March 31, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 6. SERVICE PHOTO SUPPLY, INC.  | \$141,968.70 | Low Bid |
| Solicitation No. B50005255 - Nikon Camera Equipment & Accessories - Baltimore Police Department - Req. No. R742252 |              |         |

Vendors were solicited by posting on CitiBuy, eMaryland Marketplace and in local newspapers. On January 17, 2018 two bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. The period of the award is February 19, 2018 through February 18, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On November 2, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized Nikon dealer who is required to provide Nikon cameras and warranty parts.

**MWBOO GRANTED A WAIVER.**

- |  |              |           |
|--|--------------|-----------|
| 7. GOVERNMENTJOBS.COM, INC.<br>d/b/a NEOGOV  | \$330,389.00 | Extension |
| Contract No. B50001787 from State of Oregon Contract No. 107-1815-09-E-Recruitment Management Systems - Department of Human Resources - Req. No. R781975 |              |           |



**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Bureau of the Budget and - Fiscal 2019 Budget Planning Calendar  
Management Research

In accordance with Article VI, Section 2, of the Charter of Baltimore City (1996 Edition), the submitted schedule for preparing the Fiscal Year 2019 Budget is recommended for adoption by the Board. These dates are preliminary and subject to change.

| <u>ITEM</u>                              | <u>DATE</u>                 | <u>DESCRIPTION</u>   |
|--|-----------------------------|--|
| Preliminary Budget at Board of Estimates | March 28, 2018              | Transmittal of Department of Finance Recommendations to Board of Estimates   |
| Taxpayer's Night                         | To Be Announced             | Budget Pop-Up at 6:00 p.m. – Taxpayer's Night at 7:00 p.m. War Memorial Building   |
| Ordinance at Board of Estimates          | May 2, 2018                 | Board of Estimates adopts proposed Ordinance of Estimates. This includes transmittal of the Executive Summary Budget Book. |
| Publish Ordinance                        | May 3, 2018                 | Publication of a copy of proposed Ordinance of Estimates in two daily Baltimore newspapers.                                |
| Ordinance at City Council                | May 7, 2018                 | Introduction of Proposed Ordinance of Estimates to City Council.   |
| Agency Detail Book                       | May 7, 2018                 | Transmittal of the Agency Detail Budget Book to City Council.  |
| Ordinance Passage                        | no later than June 24, 2018 | Passage of Ordinance of Estimates for Fiscal Year ending June 30, 2019.  |

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Health Department - Agreements

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

1. **CHASE BREXTON HEALTH SERVICES, INC.** **\$210,677.00**

Account: 4000-484818-3023-718000-603051

Under the terms of this agreement, Chase Brexton Health Services, Inc. will be one of the primary providers for Pre-Exposure Prophylaxis (PrEP) targeting Men who Have Sex with Men (MSM) and the transgender community and participate with the REACH Institute in providing training on best practices for providing PrEP. The organization will hire peer navigators to assist clients in accessing PrEP, when appropriate, and ensure the obstacles to care are overcome, participate in and contribute to quarterly meetings that elucidate best practices, and ensure dissemination of best practices among the members of the collaborative. The period of the agreement is September 30, 2017 through September 29, 2018.

This agreement is late because of delays at the administrative level.

**MWBOO GRANTED A WAIVER.**

2. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC. (BHSB)** **\$ 42,944.00**

Account: 1001-000000-3023-274004-603051

Under the terms of this agreement, the BHSB will provide the services of a Peer Support Specialist to work with individuals who utilize services on the Department's Needle Exchange Mobile Van. The Peer Specialist will work up to 10-15 hours a week providing education on the benefits of Substance Use Disorder treatment and general support. In addition, the Peer Specialist will assist identified consumers in the linkage to Medication Assisted Treatment, which includes retrieving

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Health Department - cont'd

proper documentation for an intake appointment, transporting consumer to intake appointment, and addressing any other barriers to engagement in treatment. The period of the agreement is July 1, 2017 through June 30, 2018.

This agreement is late because of delays in the administrative review process.

3. **THE BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS (BALTIMORE CITY PUBLIC SCHOOLS)** **\$700,435.00**

Account: 4001-408018-3100-292900-603018

Baltimore City Public Schools (BCPS) received a Promoting Student Resilience (PSR) grant to provide trauma and trauma responsive supports to schools and local communities. The Department is a strategic partner in this grant implementation. Under the terms of this agreement, the Department will provide the services of a Program Manager, an Epidemiologist, an IT Coordinator, and a School Health Aide.

The Department's Program Manager and the BCPS's PSR implementation team will work to develop and align linkages between schools and communities to support trauma resilience training and supports. The data that is gathered and tracked will be critical to ensuring the effectiveness of interventions and strategies. The period of the agreement is October 1, 2016 through September 30, 2018.

The agreement is late because revisions and incomplete supporting documentation delayed its processing.

4. **HOPESPRINGS, INC.** **\$ 83,540.00**

Account: 4000-484818-3023-718000-603051

HopeSprings, Inc. (HopeSprings) will manage the contract

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Health Department - cont'd

with the Department to implement the Open Table project (Open Table). The Open Table project is an anti-poverty program that has been working in at least 40 cities in the United States with a variety of clients, such as homeless people, people aging out of foster care, and in Baltimore, persons with HIV. The Open Table model surrounds a single client with 12 members of a faith-based community. The client meets weekly with the Open Table team and they work together to develop a plan for the client to have the life they envision. Open Table team Members will work with the client to implement the plan. The approach has been highly successful and is highly efficient because it leverages thousands of very competent volunteer hours.

Under the terms of this agreement, HopeSprings will hire a recruiter to increase outreach to more congregations to acquire more tables, connect with enough congregations to implement ten tables (60-80 volunteers), and complete the Open Table process with Men Who have Sex with Men, or transgender clients of color. The period of the Agreement is September 30, 2017 through September 29, 2018.

This agreement is late because of delays in the administrative review process.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Health Department - Amendment No. 3 to Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Amendment No. 3 to Notice of Grant Award (NGA) from the Corporation for National and Community Service. The Amendment No. 3 to Notice of Grant Award will extend the period through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$296,031.00 - 4000-423518-3110-569000-404001

**BACKGROUND/EXPLANATION:**

On August 12, 2015 the Board approved the original grant award in the amount of \$296,031.00 for the period of July 1, 2015 through June 30, 2016.

On October 12, 2016, the Board approved Amendment No. 1 in the amount of \$296,031.00 for the period of July 1, 2016 through June 30, 2017, making the new total amount \$592,062.00.

On October 4, 2017, the Board approved Amendment No. 2 for a reduction of the grant award by (\$78,407.89) for the period July 1, 2016 through June 30, 2017, making the total amount \$513,654.11.

This Amendment No. 3 to NOA will increase the amount of money by \$296,031.00, making the new total \$809,685.11 and will extend the period of the original NOA through June 30, 2018.

The Amendment No. 3 to NOA is late because of oversight and not receiving the required documentation.

**APPROVED FOR FUNDS BY FINANCE**

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

(The terms and conditions of the Amendment No. 3 to Notice of Award have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards for distribution to clients that participate in program activities.

**AMOUNT OF MONEY AND SOURCE:**

|                    | <u>No. of Cards/Denomination</u>   | <u>Programs</u>  |
|--------------------|--|--|
| \$ 2,000.00        | - 100 Walmart/Sam's Club gift cards @ \$20.00 ea.<br>5000-520118-3080-288900-604051                            | Healthy Teens & Young Adults                                 |
| 3,000.00           | - 100 Target gift cards @ \$20.00 ea.<br>100 Target gift cards @ \$10.00 ea.<br>5000-520118-3080-288900-604051 | " "  |
| 5,000.00           | - 250 Walmart/Sam's Club gift cards @ \$20.00 ea.<br>6000-630718-3080-295900-604051                            | Making a Difference  |
| 3,000.00           | - 60 Shoppers gift cards @ \$50.00 ea.<br>6000-630718-3080-295900-604051                                       | Clinical Programs/<br>Admin.                                 |
| 3,000.00           | - 60 Walmart/Sam's Club gift cards @ \$50.00 ea.<br>6000-603718-3080-295900-604051                             | " "  |
| 1,000.00           | - 40 Shoppers gift cards @ \$25.00 ea.<br>4000-480618-3080-279200-604051                                       | U Choose-Adolescents and Reproduction Health Clinic Programs |
| <u>1,000.00</u>    | - 40 Target gift cards @ \$25.00 ea.<br>4000-480618-3080-27900-604051  | " "  |
| <b>\$18,000.00</b> |  |  |

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

Health Department - cont'd

**BACKGROUND/EXPLANATION:**

The Adolescent & Reproductive Health program runs several successful community outreach programs through its Health Education and Outreach components. The Abstinence, Personal Responsibility and Education and Teen Pregnancy Prevention Programs are charged with decreasing the teen birth rate among teenagers in Baltimore City.

All programs are responsible for recruiting clients for the clinic and implementing two community-based programs. An estimated 1,000 adolescents and adults are expected to benefit from the clinic activities and incentives. Sam's Club/Walmart cards, Target cards and Shopper's cards will be provided to program participants based upon attendance.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

**TRAVEL REQUESTS**

| <u>Name</u>  | <u>To Attend</u>  | <u>Fund Source</u>          | <u>Amount</u> |
|--|---|-----------------------------|---------------|
| <u>Police Department</u>   |   |                             |               |
| 1. Rachelle Turiello   | American Academy<br>of Forensic<br>Sciences 70 <sup>th</sup><br>Annual Scientific<br>Meeting<br>Feb. 19 - 23, 2018<br>(Reg. Fee \$450.00)     | Asset<br>Forfeiture<br>Fund | \$2,049.18    |
| The airfare cost of \$400.00 and the registration fee of \$450.00 were prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, the disbursement to Ms. Turiello is \$1,199.18. |   |                             |               |
| 2. Byron Conaway   | Mandatory Training<br>For the Project<br>Safe Neighborhood<br>(PSN) Program<br>Chicago, IL<br>Feb. 26 - Mar. 18,<br>2017<br>(Reg. Fee \$0.00) | PSN<br>Funds                | \$1,230.82    |
| The airfare cost of \$278.96 was prepaid on City-issued procurement card assigned to Mr. Tribhuvan Thacker. The amount to be disbursed to Mr. Conaway is \$951.86.   |   |                             |               |
| 3. Steve Hohman  | International<br>Human Trafficking<br>Conference<br>Toronto, Canada<br>March 18 - 21, 2018<br>(Reg. Fee \$486.06)                             | Asset<br>Forfeiture<br>Fund | \$1,887.90    |

AGENDA

BOARD OF ESTIMATES

02/07/2018

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------|------------------|--------------------|---------------|
|-------------|------------------|--------------------|---------------|

Police Department - cont'd

On March 18 - 21, 2018, Mr. Hohman will travel to Toronto, Canada to attend the International Human Trafficking Conference.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. AM 240-5 provides the City representative must include a proposed amount for daily subsistence allowance that is both reasonable and economical. The Board of Estimates will determine the final monetary amount of the daily subsistence allowance and stipulate the rate in its approval.

The representative is requesting a daily subsistence of \$305.73. The hotel cost is \$216.73 per night and \$89.00 per day is requested for meals and incidentals, for the total cost of \$1,887.90. The airfare cost of \$424.64 was prepaid using a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, the reimbursement to Mr. Hohman is \$1,463.26.

|                   |   |   |            |
|-------------------|---|---|------------|
| 4. Stephanie Ross | Aging in America<br>San Francisco, CA<br>March 25 - 30, 2018<br>(Reg. Fee \$585.00) | Retired<br>& Senior<br>Volunteer<br>Program | \$3,481.86 |
|-------------------|---|---|------------|

The airfare cost of \$914.96 and the registration fee of \$585.00 were prepaid on a City-issued procurement card assigned to Mr. Ryan Hemminger. Therefore, the disbursement to Ms. Ross is \$1,981.90.

AGENDA

BOARD OF ESTIMATES

02/07/2018

TRAVEL REQUESTS

| <u>Name</u>                       | <u>To Attend</u>   | <u>Fund Source</u>          | <u>Amount</u> |
|-----------------------------------|--|-----------------------------|---------------|
| <u>Police Department - cont'd</u> |  |                             |               |
| 5. Nicole Belle                   | Shooting Recon-<br>struction Training<br>Course<br>Feb. 11 - 16, 2018<br>Las Vegas, NV<br>(Reg. Fee. \$595.00) | Asset<br>Forfeiture<br>Fund | \$2,183.00    |

The subsistence rate for this location is \$198.00 per day. The hotel cost is \$79.20 per night, plus a resort fee in the amount of \$170.07.

The airfare in the amount of \$368.01 and the registration fee in the amount of \$595.00 was prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. Ms. Belle will be disbursed \$1,220.07.

|                                 |   |                               |            |
|---------------------------------|---|-------------------------------|------------|
| 6. Shelby Litz<br>Erika Schmidt | Shooting Recon-<br>struction<br>Training Course<br>Las Vegas, NV<br>Feb. 11 - 17, 2018<br>(Reg. Fee \$595.00 ea.) | Asset<br>Forfei-<br>ture Fund | \$3,230.19 |
|---------------------------------|---|-------------------------------|------------|

The subsistence rate for this location is \$198.00 per night. The hotel cost is \$554.89 for five days, plus hotel tax is \$170.07. The hotel room will be shared by both attendees and paid by Ms. Litz. The Department is requesting \$40.00 per day for Ms. Schmidt for meals and incidentals.

AGENDA

BOARD OF ESTIMATES

02/07/2018

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------|------------------|--------------------|---------------|
|-------------|------------------|--------------------|---------------|

Police Department - cont'd

The airfare cost of \$280.01 and the registration fee of \$595.00 each were prepaid for each attendee on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, the amount to be disbursed to Ms. Litz is \$875.01 and for Ms. Schmidt is \$260.00.

Department of Public Works

|              |  |                     |            |
|--------------|--|---------------------|------------|
| 7. Joana Pei | Sustainable Water Management Conference<br>Seattle, WA<br>March 24 - 28, 2018<br>(Reg. Fee \$775.00) | Storm-water Utility | \$2,424.44 |
|--------------|--|---------------------|------------|

The airfare cost of \$463.98 and the registration fee of \$775.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, the disbursement to Ms. Pei is \$1,185.46.

|                     |   |              |        |
|---------------------|---|--------------|--------|
| 8. Rosanna LaPlante | 2018 American Society of Civil Engineers (ASCE) Region Workshop<br>Buffalo, NY<br>Feb. 8 - 11, 2018 | ASCE Sponsor | \$0.00 |
|---------------------|---|--------------|--------|

Ms. LaPlante will represent the Maryland Section, Metro Branch at the ASCE Regions Works. The Maryland Section of ASCE will pay transportation, lodging, and meals fees.

In accordance with AM-240-3, the Board approval is required if the City representative's absence will involve one or both weekend days.

**AGENDA**

**BOARD OF ESTIMATES**

**02/07/2018**

**TRAVEL REQUESTS**

| <u>Name</u>                   | <u>To Attend</u>   | <u>Fund Source</u>               | <u>Amount</u> |
|-------------------------------|--|----------------------------------|---------------|
| <u>Baltimore City Council</u> |  |                                  |               |
| 9. Sharon Middleton           | NACo Legislative Conference<br>Washington, DC<br>March 3 - 7, 2018<br>(Reg. Fee \$490.00)    | Elected Official Expense Account | \$1,969.06    |
| 10. Lester Davis              | Ready by 21 National Meeting<br>Palm Beach, FL<br>April 18 - 29, 2018<br>(Reg. Fee \$574.69) | General Funds                    | \$1,525.57    |

The subsistence rate for this location is \$254.00 per night. The hotel cost is \$242.00 per night, plus hotel taxes of \$31.46 per night. The Department is requesting additional subsistence of \$28.00 per day for meals and incidentals.

The airfare fee of \$263.96, hotel fee of \$546.92, and registration fee of \$574.69 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Davis will be disbursed \$140.00.

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

Mayor's Office

**RETROACTIVE TRAVEL APPROVAL**

|                   |   |               |           |
|-------------------|---|---------------|-----------|
| 11. Tamika Gauvin | i-teams<br>LA Convening<br>Los Angeles, CA<br>Oct. 2 - 6, 2017<br>(Reg. Fee \$0.00) | General Funds | \$ 502.77 |
|-------------------|---|---------------|-----------|

AGENDA

BOARD OF ESTIMATES

02/07/2018

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT - cont'd

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

On October 2, 2017, Ms. Gauvin traveled to Los Angeles, CA to attend the i-teams LA Convening Training sponsored by the Bloomberg Philanthropies.

Ms. Gauvin's roundtrip airfare, hotel cost and meals for October 3 - 6, 2018 were paid by Bloomberg Philanthropies. Ms. Gauvin arrived one day early and her additional hotel cost in the amount of \$392.21 (\$339.00 hotel cost, plus hotel taxes of \$53.21) was prepaid on a City-issued procurement card assigned to Renee Newton. Ms. Gauvin personally incurred transportation cost of \$60.00 and food cost of \$50.56. Therefore, Ms. Gauvin will be reimbursed \$110.56.

The retroactive travel approval is late because the new staff did not understand the timeframe of travel policies. The office apologizes for the late submission of this request. The requested reimbursement to Ms. Gauvin is \$110.56 as follows:

TRAVEL REIMBURSEMENT

|           |               |                              |
|-----------|---------------|------------------------------|
| \$        | 50.56         | - Food                       |
|           | <u>60.00</u>  | - Transportation             |
| <b>\$</b> | <b>110.56</b> | <b>- Total Reimbursement</b> |

AGENDA

BOARD OF ESTIMATES

02/07/2018

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT - cont'd

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------|------------------|--------------------|---------------|
|-------------|------------------|--------------------|---------------|

Mayor's Office - cont'd

RETROACTIVE TRAVEL APPROVAL

|                    |  |                  |          |
|--------------------|--|------------------|----------|
| 12. Justin Elszasz | i-team LA<br>Convening<br>Los Angeles, CA<br>Oct. 1 - 7, 2017<br>(Reg. Fee \$0.00) | General<br>Funds | \$ 98.39 |
|--------------------|--|------------------|----------|

On October 1 - 7, 2017, Mr. Elszasz traveled to Los Angeles, CA to attend the i-team LA Convening.

The Bloomberg Philanthropies paid the cost of transportation, hotel costs and food for the nights of October 3 - 6, 2017.

Mr. Elszasz arrived two days early in order to meet with the Los Angeles Innovation team that was working on police recruitment and hiring.

The hotel rate was \$279.00 per night. The hotel taxes were \$43.79 per night. The hotel costs for the nights of October 1 - 2, 2017 were \$645.58 and were prepaid using a City-issued procurement card assigned to Ms. Renee Newton. The Department is requesting additional subsistence of \$38.81 per day for meals and incidentals and \$59.58 to cover the cost of transportation. Therefore, the reimbursement to Mr. Elszasz is \$98.39.

This request is late because of the administrative review process. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

|                               |
|-------------------------------|
| \$38.81 - Food                |
| <u>59.58 - Transportation</u> |
| <b>\$98.39</b>                |

AGENDA

BOARD OF ESTIMATES

02/07/2018

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT - cont'd

| <u>Name</u>                               | <u>To Attend</u>  | <u>Fund Source</u> | <u>Amount</u> |
|---|---|--------------------|---------------|
| <u>Mayor's Office</u>                     |   |                    |               |
| <b><u>RETROACTIVE TRAVEL APPROVAL</u></b> |   |                    |               |
| 13. Dan Hymowitz                          | i-teams LA<br>Convening<br>Los Angeles, CA<br>Oct. 1 - 6, 2017<br>(Reg. Fee \$0.00) | General Funds      | \$ 785.58     |

Mr. Hymowitz traveled to Los Angeles, California on October 1 - 6, 2017 for the i-teams LA Convening Training sponsored by Bloomberg Philanthropies.

Bloomberg Philanthropies paid for Mr. Hymowitz's roundtrip airfare, total hotel costs, and meals for October 3 - 6, 2017.

Mr. Hymowitz arrived two days earlier (October 1-2) for this travel in order to meet with the Los Angeles Innovation Team to strategize on police recruitment and hiring.

The subsistence rate for this location was \$222.00 per day. The hotel rate was \$279.00 per night, plus \$43.79 per night for hotel taxes.

The hotel costs in the total amount of \$558.00, plus taxes in the total amount of \$87.58 for October 1 - 2, 2017 were prepaid on a City-issued credit card assigned to Ms. Renee Newton. Mr. Hymowitz personally incurred the costs of meals and incidentals and transportation. Therefore, Mr. Hymowitz will be reimbursed \$140.00.

**TRAVEL REIMBURSEMENT**

|                 |                              |
|-----------------|------------------------------|
| \$ 60.00        | - Transportation             |
| <u>80.00</u>    | - Meals                      |
| <b>\$140.00</b> | <b>- Total Reimbursement</b> |

AGENDA

BOARD OF ESTIMATES

02/07/2018

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT - cont'd

| <u>Name</u>                               | <u>To Attend</u>   | <u>Fund Source</u> | <u>Amount</u> |
|---|--|--------------------|---------------|
| <u>Mayor's Office</u> - cont'd            |  |                    |               |
| <b><u>RETROACTIVE TRAVEL APPROVAL</u></b> |  |                    |               |
| 14. Christopher Nyberg                    | i-Teams LA Convening<br>Los Angeles, CA<br>Oct. 1 - 3, 2017<br>(Reg. Fee \$0.00) | General Funds      | \$1,423.26    |

Mr. Nyberg traveled to Los Angeles, California on October 1 - 3, 2017 for the i-Teams LA Convening Training for meetings with the Los Angeles Innovation Team in order to strategize on police recruitment and hiring.

The subsistence rate for this location was \$222.00 per day. The hotel rate was \$293.02 per night, plus \$45.99 per night for hotel taxes.

The airfare in the amount of \$605.24, the hotel costs in the total amount of \$586.04, and the hotel taxes in the total amount of \$91.98 were prepaid on a City-issued credit card assigned to Ms. Renee Newton. Mr. Nyberg personally incurred the costs of meals and incidentals and transportation. Therefore, Mr. Nyberg will be reimbursed \$140.00.

**TRAVEL REIMBURSEMENT**

|                 |                       |
|-----------------|-----------------------|
| \$ 60.00        | - Transportation      |
| 80.00           | - Meals               |
| <u>\$140.00</u> | - Total Reimbursement |

The retroactive travel approvals are late because of delays in the administrative process. The Department apologizes for the late submission of these requests.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

AGENDA

BOARD OF ESTIMATES

02/07/2018

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT - cont'd

| <u>Name</u>                               | <u>To Attend</u>   | <u>Fund Source</u> | <u>Amount</u> |
|---|--|--------------------|---------------|
| <u>Department of Transportation</u>       |  |                    |               |
| <b><u>RETROACTIVE TRAVEL APPROVAL</u></b> |  |                    |               |
| 15. Ms. Katelyn<br>McCauley               | International<br>Association of<br>Emergency Managers<br>Long Beach, CA<br>Nov. 10 - 17, 2017<br>(Reg. Fee \$0.00) | General<br>Funds   | \$1,114.15    |

On November 10 - 17, 2017, Ms. McCauley traveled to Long Beach, CA to attend the International Association of Emergency Managers.

Ms. McCauley stayed with friends for the period of her travel. The allowed subsistence rate for this location is \$237.00 per day for a total of \$1,422.00. Therefore, the reimbursement to Ms. McCauley is \$1,114.15.

This request is late because of the administrative review process. The requested travel reimbursement is as follows:

**TRAVEL REIMBURSEMENT**

|                          |                  |
|--------------------------|------------------|
| \$ 254.09                | - Food           |
| 430.06                   | - Transportation |
| 370.00                   | - Registration   |
| 60.00                    | - Parking        |
| <b><u>\$1,114.15</u></b> |                  |

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED