

## **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 noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation; (2) what the issues are and the facts supporting your position; and (3) how the protestant will be harmed by the proposed Board action.

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

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

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

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

NOTICES - cont'd:

2. BALTIMORE CITY OFFICES WERE CLOSED ON MONDAY, MAY 29, 2017 IN OBSERVANCE OF MEMORIAL DAY.  
  
ALL PROTESTS MUST BE RECEIVED NO LATER THAN 8:45 AM ON WEDNESDAY MAY 31, 2017 PRECEDING THE BOARD OF ESTIMATES' MEETING.

**BOARD OF ESTIMATES' AGENDA - MAY 31, 2017**

**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:

Abel Recon, LLC	\$ 8,950,000.00
American Contracting & Environmental Services, Inc.	\$ 55,560,000.00
C.B. Structures, Inc.	\$ 258,229.00
Work Capacity Rating Underwritten by Blanket Guarantee of \$258,229.00 from the Parent Corporation, American Contracting & Environmental Services, Inc.	
Commercial Construction, LLC	\$ 8,000,000.00
GC Jones Elevator Company, Inc.	\$ 640,000.00
Iacoboni Site Specialists, Inc.	\$ 42,140,000.00
Innovative Electrical Testing & Construction, LLC	\$ 1,500,000.00
J. Villa Construction, Inc.	\$ 8,000,000.00
Layne Inliner, LLC	\$1,672,050,000.00
Lee Foundation Co., Inc.	\$ 8,000,000.00
Midasco, LLC	\$ 154,548,000.00

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:

ARM Group, Inc.	Engineer
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**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**BOARDS AND COMMISSIONS** - cont'd

Brudis & Associates, Inc.	Engineer
CityScape Engineering, LLC	Engineer
EBA Engineering, Inc.	Engineer Landscape Survey
EBL Engineers, LLC	Engineer
Harris-Kupfer Architects, Inc.	Architect
Johnson Consulting Engineers, Inc.	Engineer
Leo Matanguihan Architect	Engineer
Phoenix Engineering, Inc.	Engineer
Raudenbush Engineering, Inc.	Landscape Architect Engineer Land Survey
Weigand Associates, Inc.	Engineer

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Law - Settlement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement of a lawsuit against the City by Joseph Robinson, Jr., arising out of an auto-related accident that occurred on Washington Blvd. on October 8, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 2036-000000-1752-175200-603070

**BACKGROUND/EXPLANATION:**

The Plaintiff, Joseph Robinson, injured his right ankle and back after he collided broadside with a DPW pickup truck that was pulling out of a parking lot and failed to yield the right-of-way. The liability of the City driver is clear. The Plaintiff reported to Medstar Harbor Hospital. He thereafter underwent several weeks of physical therapy for ankle and back sprain. After the Plaintiff's ankle did not improve, it was determined that he needed surgical correction. An independent medical examination confirmed the Plaintiff's diagnosis and recommendation. The proposed settlement covers past medical expenses and estimated future medical expenses, while recognizing accompanying pain and suffering.

The Law Department's Settlement Committee reviewed the legal and factual issues of this lawsuit, and recommends that the Board of Estimates approve the settlement of this claim.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the action brought by Albert Smith against Officer Paul Thompson for alleged assault, battery, false arrest, false imprisonment, and violations of provisions of the Maryland Declaration of Rights arising out of an incident in which Mr. Smith was arrested by the Defendant.

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On October 21, 2014, Officer Thompson was working with other officers in an unmarked vehicle in the Patapsco Avenue and St. Margaret Street area. Officer Thompson observed an individual known to him to be a drug dealer engaging in a conversation with Plaintiff, Albert Smith. The officers observed what they believed to be an exchange between the two individuals. As the Plaintiff walked away towards Patapsco Avenue, Officer Thompson and the other officers pulled up alongside of the Plaintiff to ask what he had received in exchange for the money. Once the Plaintiff saw the officers, the officers observed him place a white substance in his mouth. The Officers got out of the vehicle and Officer Thompson grabbed Plaintiff Smith and ordered him to spit out the bag with the substance. Plaintiff Smith contends that he had put chewing gum in his mouth and that Officer Thompson choked him until the chewing gum came out of his mouth. Officer Thompson contends that the Plaintiff refused to spit out the substance and so he was placed under arrest along with the suspected drug dealer without struggle.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Law Department - cont'd

Both individuals were transported to the Southern District for debriefing and booking. Plaintiff was later diagnosed with a traumatic fracture of his right hyoid bone and sprain of the anterior neck muscle. Plaintiff also suffered back pain and bruising to his neck.

Plaintiff filed suit against Officer Thompson for his injuries and seeking unspecified damages. Because of conflicting factual issues and objective injuries suffered by Plaintiff, the parties propose to settle the matter for a total sum of \$60,000.00 in return for a dismissal of the litigation.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this case as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

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

TRANSFERS OF FUNDS

\* \* \* \* \*

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

7 - 8

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

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BOARD OF ESTIMATES

05/31/2017

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. <b>\$99,750.00</b>	9938-916022-9475	9938-928012-9474
General Fund	Community Center	Citywide BCRP
	Master Plan	System Plan
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with the change order/(increase)for Contract Number B50003304 - Baltimore Citizens Planning Survey with the Melior Group, Inc. for recreation and open space professional services. The increase for B50003304 appears on pages 138-139 item no. 22 of this agenda.

Department of Public Works/Office  
of Engineering and Construction

2. <b>\$249,000.00</b>	9958-914406-9526	9958-904419-9525-6
SW Utility	(Construction Reserve)	Construction
	Impervious	
	Removal/Greening	

This transfer will cover costs for Recreation and Parks to plant trees to enable DPW to meet the terms of the MS4 Permit relating to impervious surfaces.

Department of General Services

3. <b>\$150,000.00</b>	9916-908104-9194	9916-910404-9197
1 <sup>st</sup> Parks &	Elevator 4 South	4 South Frederick
Public	Frederick Street	Street Elevator
Facilities	(Reserve)	(Active)
Loan		

The elevators are nearing the end of their useful life span as they, at times, do not travel to the correct floors and are constantly out of service. The elevator replacement would allow the building to function normally and will reduce future maintenance and repairs on the equipment.

AGENDA

BOARD OF ESTIMATES

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TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		
4. <b>\$550,000.00</b>	9916-905001-9194	9916-902966-9197
State	Construction (Reserve)	Mitchell Courthouse
Revenue	-Unalloted	Jury Room
		Renovations
		(Active)

The court is seeing an increase in the number of trials being held. In order to accommodate the additional jurors required for these trials, an additional assembly area is needed.

Department of Transportation

5.   \$12,000.00	9950-910036-9509	
FED	I-83 Joint Repairs	-----
	Phase II	
3,000.00	"           "	-----
<u>GF (HUR)</u>		
<b>\$15,000.00</b>	-----	9950-902772-9506
		I-83 Joint Repairs
		Phase II

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise Project TR 13301 I-83 Joint Repairs Phase II in the amount of \$15,000.00.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

PABC - cont'd

<b>Location</b>	<b>Proposed Transient Rate Changes</b>				<b>Proposed Monthly Rate Changes</b>
Caroline Street Garage	<b>Regular Transient Rates</b>				<b>Regular Monthly Rate</b>
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
1 hour rate	\$7.00	\$8.00	September 2015		

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

PERSONNEL MATTERS

\* \* \* \* \*

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

12 - 31

All of the Personnel matters have been approved  
by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved  
by the Law Department as to form and legal sufficiency.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

City Council

1. Reclassify the following filled position:

From: Staff Assistant  
Job Code: 00138  
Grade: 903 (\$43,400.00 - \$69,400.00)  
Position No.: 1000-40110

To: Operations Specialist II  
Job Code: 00084  
Grade: 907 (\$54,200.00 - \$86,800.00)

Cost: \$19,832.00 - 1001-000000-1000-104800-601001

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

Circuit Court

2. Create the following position:

Classification: Court Technologist  
Job Code: 00867  
Grade: 092 (\$48,812.00 - \$59,437.00)  
Position No.: To be determined

Cost: \$79,472.00 - 1001-00000-1100-109400-601001

3. Reclassify the following two vacant non-civil positions:

From: Investigator  
Job Code: 00820  
Grade: 087 (\$39,701.00 - \$47,990.00)  
Position Nos.: 10390 and 33868

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Circuit Court - cont'd

To: Licensed Clinical Social Worker  
Job Code: 01954  
Grade: 093 (\$50,927.00 - \$62,096.00)

Cost: \$68,892.00 - 5000-544417-1100-117001-601001  
1001-000000-1100-109400-601001

4. Reclassify the following filled non-civil position:

From: Secretary III  
Job Code: 00711  
Grade: 084 (\$35,564.00 - \$42,446.00)  
Position No.: 50545

To: Court Secretary II  
Job Code: 00812  
Grade: 089 (\$43,026.00 - \$52,239.00)

Cost: \$27,329.00 - 4000-400516-1100-576600-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
5. <b>RACHEL JIANG</b>	\$32.85	<b>\$5,297.40</b>

Account: 5000-544416-1100-117001-601009

Ms. Jiang will work as a Contract Services Specialist II (Assistant Counsel/Assistant Counsel). She will review motions and make recommendations in a wide variety of civil non-domestic cases. She will also perform legal research for either masters or judges and draft opinions and orders. The period of the agreement is effective upon Board approval through June 30, 2017.

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BOARD OF ESTIMATES

05/31/2017

PERSONNEL

Department of Finance

	<u>Hourly Rate</u>	<u>Amount</u>
6. <b>CLEMENT H. RULEY, JR.</b>	\$42.75	<b>\$25,000.00</b>

Account: 1001-000000-1423-160800-601009

Mr. Ruley, retiree, will continue to work as an Accounting Systems Analyst II/Accounting Systems Analyst. His duties will include, but are not limited to preparing financial statements for the principal agencies that are required by City Charter to undergo biennial audits. He will also prepare the City's Comprehensive Annual Financial Report. This is the same hourly rate as in the previous contract. The Department of Finance is requesting a waiver of the hourly rate portion of the AM 212-1, Part I. The period of the agreement is effective upon Board approval for one year.

Fire Department

7. Reclassify the following 17 filled positions:

From: EMT Firefighter Suppression  
 Job Code: 41209  
 Grade: 311 (\$39,879.00 - \$63,728.00)  
 Position Nos.: 13210, 13412, 13425, 13450, 13483, 13548,  
 13554, 13601, 13686, 13689, 13708, 13745,  
 13828, 45234, 47832, 47843 and 47861

To: Firefighter Paramedic Suppression  
 Job Code: 41210  
 Grade: 312 (\$41,049.00 - \$65,512.00)

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Fire Department - cont'd

Cost: \$49,130.00 - 1001-000000-2121-226400-601061

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

	<u>Hourly Rate</u>	<u>Amount</u>
8. <b>MARY LESSER</b>	\$15.89	<b>\$19,063.00</b>

Account: 4000-476415-2023-212600-601009

Ms. Lesser, retiree, will continue to work as a Contract Specialist I (Secretary III/Special Advisor). She will provide program support and coordinate activities for the City's homeland security programs. She will also provide governance and management of grant programs, and provide other program and administrative support to the Director of Emergency Management. This is a 2% decrease in the hourly rate from the previous contract period and is in compliance with AM 212-1. The period of the agreement is effective upon Board approval for one year.

9. Abolish the following classifications:

Classification: Fire Captain EMS CRT  
 Job Code: 41235  
 Grade: 379 (\$64,598.00 - \$79,178.00)

Classification: Fire Lieutenant EMS CRT  
 Job Code: 41234  
 Grade: 375 (\$57,887.00 - \$70,168.00)

PERSONNEL

Fire Department - cont'd

Due to the changes in the licensing regulations by the Maryland Institute for Emergency Medical Systems Services, the cardiac rescue tech no longer exists at the level of Lieutenant and Captain. Also, there are no remaining Baltimore City Fire Department employees with this licensure.

There are no costs associated with these actions.

10. Overlap in Employment in excess of 20 working days:

Classification: EMT Firefighter  
Grade: 313 (\$36,950.00 - \$59,048.00)  
Position Nos.: To be determined

Cost: \$362,220.00 - 1001-000000-2121-226400-601061

The Board is requested to approve an overlap of employment in excess of 20 working days. This action will 1) help the Operations Division adequately meet the demands of hiring, training and staffing and 2) from a financial standpoint, help keep overtime to a minimum as the positions affected are in a working vacant situation. The overlap of employment will extend through the remainder of the calendar year due to training lasting approximately six months.

Therefore, in accordance with AM 211-1, Personnel - Overlap in Employment, the Department of Human Resources requests approval of an overlap in employment.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Fire & Police Retirement Systems

11. Reclassify the following filled position:

From: Legal Assistant I  
Job Code: 32932  
Grade: 084 (\$35,564.00 - \$42,446.00)  
Position No.: 1540-47202

To: Legal Assistant II  
Job Code: 32933  
Grade: 087 (\$39,701.00 - \$47,990.00)

Cost: \$3,115.00 - 6000-604117-1540-171400-601001

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

Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
12. <b>RONALD CHRISTMAS</b>	\$31.45	<b>\$37,740.00</b>

Account: 1001-000000-1981-718100-601009

Mr. Christmas, retiree, will continue to work as a Systems Analyst (Information Systems and Network Specialist). His duties will include, but are not limited to providing system administration and oversight for implementation and technical support of the Fleet License Plate Recognition System. He will also provide support during implementation of the Auto Vehicle Locator and Fuel/Conceiver global positioning systems to be

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Department of General Services - cont'd

installed in all City vehicles, and the implementation of the Archibus software system to support the Department's new Facilities Management System. He will assist in the training and technical support for the Fiscal Section, Executive Staff, Design/Construction Division, and Facilities Maintenance Division staff who will be utilizing the system. Mr. Christmas will also act as a liaison for the information technology and network administration. In addition, he will attend meetings within the Department, other City agencies and private entities on behalf of the Director, provide project consultation for the implementation of an upgrade to the FASTER (WIN) and to the FASTER (WEB) which will become the respective automotive maintenance service and repair systems. The salary is in compliance with AM 212-1 Part I. This is the same salary as in previous contract. The period of the agreement is effective upon Board approval for one year.

Health Department

13. Create the following position:

Classification: Community Outreach Worker  
Job Code: 81351  
Grade: 422 (\$28,533.00 - \$29,941.00)  
Position No.: To be assigned

Cost: \$45,737.31 - 4000-422717-3080-279200-601001

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Health Department - cont'd

14. Reclassify the following filled position:

From: Community Health Educator III  
Job Code: 61253  
Grade: 088 (\$41,326.00 - \$50,069.00)  
Position No.: 3023-48245

To: Health Program Administrator I  
Job Code: 61111  
Grade: 923 (\$58,300.00 - \$93,500.00)

Savings: \$21,955.87 - 1001-000000-3023-274000-601001

15. Reclassify the following filled position:

From: Health Program Administrator I  
Job Code: 61111  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: 3023-48244

To: Health Program Administrator II  
Job Code: 61113  
Grade: 927 (\$62,000.00 - \$99,200.00)

Savings: \$4,785.00 - 1001-000000-3023-274000-601001

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
16. <b>PAULINE HOULIARAS</b>	\$25.00	<b>\$1,750.00</b>
17. <b>MARY SUE WELCOME</b>	\$25.00	<b>\$1,750.00</b>
18. <b>ORBIE R. SHIVELY</b>	\$25.00	<b>\$1,750.00</b>

Account: 1001-000000-2401-258300-601009

Mses. Houliaras, Welcome, Shivley continue work as a Contract Services Specialist II (Animal Control Investigator/Animal Hearing Panel Member) for the Bureau of Animal Control. They will serve as members of the Animal Hearing Panel to provide for the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Health Code. Any hearing pertaining to the determination of whether an animal is a dangerous or vicious animal requires the presence of three members of the Panel. The period of the agreement is July 1, 2017 through June 30, 2018.

19. <b>JOY I. FREEDMAN</b>	\$25.00	<b>\$1,750.00</b>
20. <b>JOHN C. FRANK</b>	\$25.00	<b>\$1,750.00</b>

Account: 1001-000000-2401-258300-601009

Ms. Freedman and Mr. Frank will continue work as a Contract Services Specialist II (Animal Control Investigator/Animal Hearing Panel Member) for the Bureau of Animal Control. They will provide notices of hearings in writing to the aggrieved party, any interested party, and the office at least five days before the hearing, attend meetings as scheduled by the Chairperson of the Panel and conduct hearings to assure procedural due process in accordance with the Panel Hearing Procedure Regulations. They will

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Health Department - cont'd

obtain all relevant evidence pertaining to the issues related in question and limit the evidence to that which has bearings on the issue involved at the hearings. The period of the agreement is July 1, 2017 through June 30, 2018.

21. **RUTH CANAN** \$75.00 **\$10,000.00**

Account: 1001-000000-2401-258300-601009

Ms. Canan will work as a Contract Services Specialist II (Hearing Officer). Her duties will include, but are not limited to providing resolution of disputes arising as a result of licensing, regulation and enforcement of certain activities administered by the Department's Environmental Section in accordance with the Baltimore City Code and/or Rules and Regulations promulgated there under by the City. The period of the agreement is July 1, 2017 through June 30, 2018.

22. **JAMIKA L. YOCHIM** \$45.00 **\$81,900.00**

Account: 6000-624018-3030-273200-601009

Ms. Yochim will work as a Contract Services Specialist II (Dental Hygienist/Clinical Dental Hygienist) for the Dental Program. Her duties will include, but are not limited to providing services within the two dental clinics (Eastern and Druid) and at designated outreach facilities and events. She will also provide diagnostic, preventive and periodontal care to clinic patients, oral health education to clinic patients, outreach participants, participant family members and facilities staff. Ms. Yochim will serve as a patient referral

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Health Department - cont'd

source for clinic services, monitor outreach activities and off-site activities and outcomes. The period of the agreement is July 1, 2017 through June 30, 2018.

Mayor's Office

23. Reclassify the following vacant Position:

From: Office Assistant I  
Job Code: 00197  
Grade: 914 (\$28,729.00 - \$39,444.00)  
Position No.: 1250-16001

To: Operations Assistant I  
Job Code: 00078  
Grade: 902 (\$40,900.00 - \$65,400.00)

Cost: \$24,421.00 - 1001-000000-1250-775200-601001

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

Mayor's Office of Employment Development

	<u>Hourly Rate</u>	<u>Amount</u>
24. <b>DENISE ENGLAND</b>	\$14.00	<b>\$16,800.00</b>

Ms. England will work as a Contract Service Specialist I (Office Support Specialist II/Intake Specialist). Her duties will include, but are not limited to providing clerical support, receiving and screening incoming calls and directing

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**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Mayor's Office of Employment Development - cont'd

them to the appropriate department, greeting visitors/customers, giving routine information to the public or refers them to proper sources, and typing letters, memoranda, reports, documents and other material. She will also assist in maintaining databases; operating various office equipment, maintaining and organizing hard copy files and e-files; scheduling appointments assisting in special events, and assisting in meeting services. She will open, sort and distribute incoming mail, prepare outgoing mail, may order and maintain office supplies and maintain attendance and payroll records and files, and prepares basic reports of operations. This salary is in compliance with AM 212-1, Part I. The period of the agreement is effective upon Board approval for one year.

Mayor's Office of Human Services

25. Overlap in Employment in Excess of 20 Working Days:

Classification: Operations Assistant I  
Job Code: 54437  
Grade: 902 (\$40,900.00 - \$65,400.00)  
Position No.: 51544

Cost: \$10,087.00 - 1001-000000-3540-3264700-601001

The Department of Human Resources evaluated the request for an overlap in employment in excess of twenty working days. The extension is required to facilitate the transfer of a Staff Assistant position from the Mayor's Office to the Mayor's Office of Human Services. The period of the overlap is approximately 40 days, ending June 5, 2017.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Mayor's Office of Employment Development - cont'd

In accordance with the provisions of the Administrative Manual, Section 211-1, "Personnel Overlap in Employment", approval is requested.

26. Reclassify the following vacant Position:

From: Staff Asst. (Elected Official)  
Job Code: 00138  
Grade: 903 (\$43,400.00 - \$69,400.00)  
Position No.: 3540-46618

To: Operations Assistant II  
Job Code: 00080  
Grade: 903 (\$43,400.00 - \$69,400.00)

Cost: N/A - 1001-000000-3540-326400-601001

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

Mayor's Office of Information Technology

27. Reclassify the following three vacant Positions:

- a. From: IT Specialist  
Job Code: 33159  
Grade: 902 (\$40,900.00 - \$65,400.00)  
Position Nos.: 1474-50704, 1474-50705

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Mayor's Office of Information Technology - cont'd

To: MOIT IT Specialist I  
Job Code: 31107  
Grade: 923 (\$58,300.00 - \$93,500.00)

- b. From: IT Project Manager  
Job Code: 33160  
Grade: 929 (\$65,900.00 - \$105,300.00)  
Position No.: 1472-49935

To: MOIT IT Specialist IV  
Job Code: 33156  
Grade: 931 (\$71,000.00 - \$113,500.00)

Savings: (\$ 8,528.00) - 1001-000000-1472-165800-603026  
(\$25,667.00) - 1001-000000-1472-165800-603026  
(\$67,495.00) - 9903-952002-9116-900000-709001

- 28. a. Create the following Civil Service Classification:

Classification: Fiscal Officer  
Job Code: 34424  
Grade: 923 (\$58,300.00 - \$93,500.00)

- b. Reclassify the following Vacant Position:

From: HR Generalist II  
Job Code: 33677  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position: 1870-48030

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Mayor's Office of Information Technology - cont'd

To: Fiscal Officer (Civil Service)  
Job Code: 34424  
Grade: 923 (\$58,300.00 - \$93,500.00)

Cost: \$0.00

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

Planning Department

	<u>Hourly Rate</u>	<u>Amount</u>
29. <b>DANIELLE REAVES</b>	\$17.50	<b>\$14,000.00</b>

Ms. Reaves will work as a Contract Services Specialist II (Secretary II/Administrative Assistant). Her duties will include, but are not limited to planning and schedule meetings, appointments and travel, assembling meeting materials and preparing agendas and meeting minutes, screening mail and telephone calls; retrieve and distribute messages and delegating inquiries. In addition, she will open and log director's incoming mail, initiate resolution in response to routine verbal and written inquiries and serve as a backup to the Receptionist. The agreement is effective upon Board approval for six months.

Police Department

30. Reclassify the following Filled Position:

From: System Analyst  
Job Code: 33151  
Grade: 927(\$62,000.00 - \$99,200.00)  
Position No.: 34931

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Police Department - cont'd

To: Agency IT Specialist II  
Job Code: 33148  
Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$0.00

31. a. Abolish the following One Vacant Position:

Classification: Research Analyst II  
Job Code: 34512  
Grade: 927 (\$62,000.00 - \$99,200.00)  
Position No.: 50469

b. Create the following One Position:

Classification: Program Compliance Officer II  
Job Code: 31502  
Grade: 927 (\$62,000.00 - \$99,200.00)  
Position No.: TBA

Cost: \$0.00

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

Department of Public Works

32. a. Reclassify the following Seven Filled Positions:

From: Office Support Specialist II  
Job Code: 33212  
Grade: 075 (\$27,929.00 - \$31,746.00)  
Position Nos.: 22326, 24019, 24031, 24034,  
49973, 49974, 49993

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Department of Public Works - cont'd

To: Customer Care Analyst II  
Job Code: 34264  
Grade: 082 (\$33,140.00 - \$39,199.00)

b. Reclassify the following Vacant Position:

From: Collections Representative I  
Job Code: 34253  
Grade: 080 (\$31,142.00 - \$36,634.00)  
Position No.: 49981

To: Customer Care Analyst II  
Job Code: 34264  
Grade: 082 (\$33,140.00 - \$39,199.00)

Cost: \$40,513.00 - 2071-000000-5471-400500-601001

33. Reclassify the following Eleven Filled Positions:

From: Utility Meter Reader II  
Job Code: 34312  
Grade: 081 (\$32,076.00 - \$38,001.00)  
Position Nos.: 23951, 23954, 23957, 23952,  
23953, 23956, 23959, 50693,  
33716, 23955, 33716

To: Utility Meter Technician II  
Job Code: 34313  
Grade: 082 (\$33,140.00 - \$39,199.00)

Cost: \$19,013.00 - 2071-000000-5471-609100-601001  
- 2071-000000-5471-609200-601001

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

AGENDA

BOARD OF ESTIMATES

05/31/2017

PERSONNEL

Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
34. <b>DAMON L. EDWARDS</b>	\$13.00	<b>\$24,741.60</b>

Account: 6000-680817-4782-717300-601009

Mr. Edwards will Work as a Contract Service Specialist II (Horticultural Assistant/City Farm Associate). He will provide maintenance and repair of City Farm infrastructure (carpentry, water line installation and winterization, observing and securing city gardens); horticultural care of farm facilities (invasive weeds and rodent IPM, managing plot usability and equipment, weed control, cardboard/mulch install, erosion prevention); customer service to patrons (timely delivery and removal of materials, timely response to gardener inquiries/concerns); and landscape maintenance of median strips, City Hall, Green roofs, Cylburn and Conservatory grounds. The period of the agreement is effective upon Board approval for one year.

State's Attorney's Office

35. Create the following Classification:

Classification: Victim Witness Coordinator  
 Job Code: 01967  
 Grade: 090 (\$44,858.00 - \$54,520.00)  
 Position No.: TBA

Cost: \$65,340.00 - 1001-000000-1150-715200-601001

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

State's Attorney's Office - cont'd

36. Create the following Classification:

Classification: Assistant State's Attorney  
Job Code: 01962  
Grade: 929(\$65,900.00 - \$105,300.00)  
Position No.: TBA

Cost: \$91,600.00 - 5000-500117-1150-118100-601001

	<u>Hourly Rate</u>	<u>Amount</u>
37. <b>ASHLEY BONSALL</b>	\$33.88	<b>\$42,282.00</b>

Account: 5000-504717-118300-601009

Ms. Bonsall will continue to work as a Contract Services Specialist II (Assistant State's Attorney/Assistant State's Attorney). She will perform legal work involving preparing and trying cases of varying complexity in the Baltimore City Circuit Court and District Courts, as well as a variety of other legal matters.

Department of Transportation

38. Reclassify the following Filled Position:

From: Traffic Maintenance Worker II  
Job Code: 53322  
Grade: 078(\$29,672.00 - \$34,218.00)  
Position No.: 2391-35829

To: Storekeeper II  
Job Code: 33562  
Grade: 080(\$31,142.00 - \$36,634.00)

Costs: \$2,205.00 - 1001-000000-2391-1255700-601001

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PERSONNEL**

Health Department

39. Hourly Rates for the Following Temporary Classifications:

<b>Classification</b>	<b>Job Code</b>	<b>Grade</b>		<b>Hiring</b>	<b>Full Performance</b>	<b>Experience</b>	<b>Senior</b>
Licensed Practical Nurse	10223	034	<b>From</b>	\$18.51	\$19.17	\$21.13	N/A
			<b>To</b>	\$18.88	\$19.55	\$21.55	N/A
Community Health Nurse I	10224	035	<b>From</b>	\$26.72	\$30.07	\$30.82	\$31.59
			<b>To</b>	\$27.25	\$30.67	\$31.44	\$32.22
Community Health Nurse II	10225	036	<b>From</b>	\$31.46	\$34.39	\$35.24	\$36.13
			<b>To</b>	\$32.09	\$35.08	\$35.94	\$36.85

Costs: \$ 1,573.00 - 6000-624917-3100-295900-601002  
(Special Funds)

The Department of Human Resources has reviewed a request from the Health Department to adjust the hourly rates for the above classifications. Positions in these classifications perform temporary summer work for the Health Department in city schools. This change will maintain pay parity of these classifications with the comparable 10-month regular classifications which received salary adjustments effective July 01, 2016. The work of these classifications is of the same nature and scope as the regular classifications.

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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.	1724 Aliceanna Street	Henrietta Kan	Bracket sign 16" x 30"
	\$ 158.60 - Flat Charge		
2.	1000 W. Lombard Street	Sarbjit Kaur Singh	ADA ramp 16' x 5'
	\$ 70.30 - Flat Charge		
3.	2229 Callow Avenue	Druid Heights Community Development Corp.	Oriel window 2 <sup>nd</sup> fl. 10'10" x 4'5"
	\$ 264.38 - Flat Charge		
4.	1118 S. Charles Street	1018 South Charles Street, LLC	One patio 16' x 5'
	\$1,688.00 - Annual Charge		
5.	1051 Greenmount Avenue	Woo T. Lee	ADA ramp 14'4" x 4'6"
	\$ 70.30 - Flat Charge		

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Transportation (DOT) - Developers' Agreements

The Board is requested to approve and authorize execution of the various Developers' Agreements.

<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1. <b>MERRITT CANTON BP, LLC</b>	<b>1459</b>	<b>\$101,910.00</b>

Merritt Canton BP, LLC would like to install new water service, conduit, street lighting, storm drain, sanitary sewer and streetscape improvements to its proposed construction located at 3401 Boston Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in amount of \$101,910.00 has been issued to Merritt Canton BP, LLC which assumes 100% of the financial responsibility.

2. <b>TWO FARMS, INC.</b>	<b>1482</b>	<b>\$ 51,000.00</b>
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Two Farms, Inc. would like to install new utilities to their new building located in the vicinity of 1200 Ponca Street. This agreement will allow the organization do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$51,000.00 has been issued to Two Farms, Inc. which assumes 100% of the financial responsibility.

3. <b>1238 LIGHT STREET APARTMENTS, LLC</b>	<b>1516</b>	<b>\$ 19,245.00</b>
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1238 Light Street Apartments, LLC would like to install new water service to its proposed construction located at 1238 Light Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DOT - cont'd

A Letter of Credit in the amount of \$19,245.00 has been issued to 1238 Light Street Apartments, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Transportation - Task Assignment  
Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 13 to A. Morton Thomas and Associates, Inc. under Project No. 1217, On-Call Project Management Services. The period of Task No. 13 is approximately six months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 47,692.93 - 9950-905023-9508-900010-705032  
50,000.00 - 9950-905190-9527-900010-705032  
50,000.00 - 9950-904393-9527-900020-705032  
30,000.00 - 9950-902323-9527-900010-705032  
**\$177,692.93**

**BACKGROUND/EXPLANATION:**

This authorization provides for Construction Management Services with the Transportation Engineering and Construction Division in connection with contract nos. TR 12317, TR 13321, TR 13025 and TR 11318.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Transportation - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement between the Housing Authority of Baltimore City, Lessor and the Department of Transportation, Lessee, for the property known as Perkins Homes, located at 1411 Gough Street. The Lease Agreement is effective upon Board approval for ten years with an additional three 5-year renewal option unless either party gives 90 days written notice to the other party prior to the end of the current term of its intention to renew.

**AMOUNT OF MONEY AND SOURCE:**

Annual Rent

\$1.00 per year - 6000-600517-2303-749800-603051

**BACKGROUND/EXPLANATION:**

The Lease Agreement establishes the roles and responsibilities in connection with leasing property at the Perkins Homes, located at 1411 Gough Street, Baltimore, Maryland for the Bicycle Sharing Station. The Housing Authority of Baltimore City is willing to allow the Department of Transportation to use a part of the property in connection with the Department of Transportation's Bicycle Sharing System Program. The Bicycle Sharing Station will be installed at the Department of Transportation's expense.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

The Space Utilization Committee approved this Lease Agreement on May 23, 2017.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Transportation - Sponsor-A-Road Maintenance  
Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Sponsor-A-Road Maintenance Provider Agreement with Adopt-A-Highway Corporation.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Transportation desires to enter into a Maintenance Provider Agreement whereby the Maintenance Provider will work with various businesses, corporations and other entities to perform road and highway maintenance services, such as liter removal in the name of sponsors on and about Baltimore City roadways. Each sponsor will be acknowledged by a sign with a recognition panel approved by the Department which will be placed close to the beginning of the road or highway segment. Locations, proposed logos and material certification for the placement of signs will be approved by the Department once the permit application is approved.

(The Sponsor-A-Road Maintenance Provider Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Mayor's Office of Human Services - Agreements

The Board is requested to approve and authorize execution of the following Continuum of Care Program Agreements:

AGREEMENTS

1. **ST. ABMROSE HOUSING AID CENTER, INC.** **\$ 64,372.00**

Account: 4000-407016-3573-759700-603051

St. Ambrose Housing Aid Center, Inc. will provide rental assistance to four formerly homeless households. Clients served by this program are formerly homeless individuals affected by HIV/AIDS, chronic mental illness, substance abuse and/or domestic violence. The period of the agreement is August 1, 2017 through July 31, 2018.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 99,436.50**

Account: 4000-407016-3571-757200-603051

Associated Catholic Charities, Inc. will provide permanent housing and supportive services to 12 clients as part of their Project Fresh Start. The funds will be utilized to cover case management personnel costs and client housing costs. The period of the agreement is December 1, 2017 through November 30, 2018.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Mayor's Office of Human Services (MOHS) - Amendment No. 1 to Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Contract with Fund for Educational Excellence, Inc. The amendment extends the period of the agreement through July 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No funds are required at this time.

**BACKGROUND/EXPLANATION:**

On August 31, 2016, the Board approved a contract agreement with Fund for Educational Excellence. The Fund for Educational Excellence has been contracted to renovate the George Washington Elementary School and provide new books, furniture and technology to the school. Due to a delay in the start of the construction project, the MOHS requests that the Board approve a no-cost extension of this contract to allow for the continued provision of services through July 31, 2017, as needed. The current expiration date is May 31, 2017.

**MWBOO GRANTED A WAIVER.**

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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 432 S. Parrish Street (Block 0708 Lot 079) by gift from 234 Parrish, 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.

The Owner has offered to donate to the City, title to the property located at 432 S. Parrish Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

March 10, 2017, other than water bills, are as follows:

432 S. Parrish Street

Real Property Tax	2016-2017	\$ 0.00
Miscellaneous	7885734	151.26
Miscellaneous	7897911	257.08
Miscellaneous	8163503	<u>210.58</u>
<b>Total Taxes Owed:</b>		<b>\$618.92</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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 521 N. Collington Avenue (Block 1653 Lot 061) by gift from Fethina Adem, 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.

The Owner has offered to donate to the City, title to the property located at 521 N. Collington Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

March 9, 2017, other than water bills, are as follows:

521 N. Collington Avenue

Real Property Tax	2016-2017	<u>\$51.80</u>
	<b>Total Taxes Owed:</b>	<b>\$51.80</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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 fee simple interest in the property located at 5617 Govane Avenue (Block 5140A Lot 015) by gift from Cheryl Oconis, 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.

The Owner has offered to donate to the City, title to the property located at 5617 Govane Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

April 20, 2017, other than water bills, are as follows:

5617 Govane Avenue

Real Property Tax	2016-2017	\$2,110.64
Miscellaneous Bill	#8204778	134.14
Property has Special Credits		<u>(115.66)</u>
	<b>Total Taxes Owed:</b>	<b>\$2,129.12</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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 fee simple interest in the property located at 2836 Kentucky Avenue (Block 4151 Lot 019) by gift from Wells Fargo Bank, 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.

The Owner has offered to donate to the City, title to the property located at 2836 Kentucky Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

March 10, 2017, other than water bills, are as follows:

2836 Kentucky Avenue

Real Property Taxes	2016-2017	\$ 0.00
Miscellaneous	8190209	128.35
Miscellaneous	8211641	<u>130.28</u>
	<b>Total Taxes Owed:</b>	<b>\$258.63</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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 fee simple interest in the property located at 2320 W. Baltimore Street (Block 2153 Lot 085) by gift from Timothy Bridges and Dex Williams, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

The Owners agree 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.

The Owners have offered to donate to the City, title to the property located at 2320 W. Baltimore Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owners will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

March 6, 2017, other than water bills, are as follows:

2320 W. Baltimore Street

Real Property Taxes	2016-2017	<u>\$77.70</u>
	<b>Total Taxes Owed:</b>	<b>\$77.70</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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 620 Saint Anns Avenue (Block 4066 Lot 005) by gift from Jane McCauley, 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.

The Owner has offered to donate to the City, title to the property located at 620 Saint Anns Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through

AGENDA

BOARD OF ESTIMATES

05/31/2017

DHCD - cont'd

March 9, 2017, other than water bills, are as follows:

620 Saint Anns Avenue

Tax Sale	289673	\$ 3,602.18
Tax Sale	257306	62,780.29
Real Property Tax	2016-2017	0.00
Real Property Tax	2015-2016	31.42
Real Property Tax	2014-2015	36.94
Real Property Tax	2013-2014	93.84
Real Property Tax	2012-2013	59.46
Real Property Tax	2011-2012	53.70
Real Property Tax	2010-2011	110.93
Real Property Tax	2009-2010	64.74
Real Property Tax	2008-2009	82.71
Real Property Tax	2007-2008	75.78
Miscellaneous	926162	9,150.00
Miscellaneous	4745899	357.75
Miscellaneous	4822706	214.37
Miscellaneous	5259023	425.43
Miscellaneous	5392774	372.92
Miscellaneous	5780473	304.83
Miscellaneous	6081988	325.40
Miscellaneous	6087274	300.67
Miscellaneous	6188874	335.76
Miscellaneous	7015274	229.05
Miscellaneous	7393507	293.21
Miscellaneous	7450166	284.34
Miscellaneous	7673692	298.38
Registration	206433	543.00
<b>Total Taxes Owed:</b>		<b>\$80,427.10</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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 2117 E. Chase Street (Block 1569 Lot 009) by gift from Teresa D. Wessendorf, 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.

The Owner has offered to donate to the City, title to the property located at 2117 E. Chase Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

March 6, 2017, other than water bills, are as follows:

2117 E. Chase Street

Miscellaneous	8175176	\$126.54
Miscellaneous	8178006	199.17
Environmental	54613401	500.00
Registration	035007	<u>143.00</u>
	<b>Total Taxes Owed:</b>	<b>\$968.71</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

The Board is requested to approve and authorize execution of the following Community Development Block Grant Agreements (CDBG). The period of the CDBG Agreement is July 1, 2016 through June 30, 2017, unless otherwise indicated.

**1. LEARNING IS FOR TOMORROW, INC. \$ 63,370.00**

Account: 2089-208917-5930-435134-603051

Learning Is For Tomorrow, Inc. will utilize the funds to provide a literacy program offering personalized participatory and comprehensive literacy and support services to low- and moderate income illiterate adults. The program curriculum includes pre-GED/GED preparation, literacy, math, computer labs, life skills classes, and tutoring.

**MWBOO GRANTED A WAIVER.**

**2. CASA DE MARYLAND, INC. \$180,000.00**

Accounts: 2089-208917-5930-426426-603051	\$ 87,998.57
2089-208917-5930-426429-603051	\$ 21,216.54
2089-208917-5930-426434-603051	\$ 70,784.89

Casa De Maryland, Inc. will provide a variety of public services for day labor and low-wage workers, including permanent and temporary employment placement services, educational programs, information and referral services, legal services, representation and workshops. Services will be provided at 2224 E. Fayette Street.

**FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$12,089.94, AS FOLLOWS:**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

**MBE:** \$3,264.28

**WBE:** \$1,208.99

**3. GREEN & HEALTHY HOMES INITIATIVE, INC. \$185,400.00**

Account: 2089-208917-5930-436763-603051

The Green & Healthy Homes Initiative, Inc. is dedicated to preventing childhood lead poisoning through advocacy, outreach and education. Working in partnership with the community, the Green & Healthy Homes Initiative, Inc. is committed to ensuring that all children grow up in affordable, lead-safe housing and that community-based solutions for lead-safe housing are implemented which will result in healthier children and healthier communities. The Green & Healthy Homes Initiative, Inc. through its Safe at Home Green and Healthy Homes Program, will implement a comprehensive approach to reduce childhood lead poisoning in Baltimore's older, low- and moderate-income communities. The period of the agreement is September 1, 2016 through August 31, 2017.

**FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$124,835.48, AS FOLLOWS:**

**MBE:** \$33,705.58

**WBE:** \$12,483.55

On May 4, 2016, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

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

Upon approval of the Resolution, the DHCD's Contracts Section began negotiating and processing this CDBG Agreement as outlined in the Plan effective July 1, 2016 and beyond. Consequently, these CDBG Agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to raise \$250,000.00 to develop a non-partisan democracy building program with Maryland Working Families. Mr. Zeke Cohen wishes to solicit donations from local individuals, businesses, and the general population to support the creation of this program to pay for two staff members along with additional materials for the program. The period of the campaign is effective upon Board approval through May 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

As a former civics teacher, Mr. Cohen has seen across the city that young people lack a proper sense of citizenship. Voter turnout in the general population is low. Over the last 50 years, as the

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Office of the City Council - cont'd

city has lost population it has also lost representation. Therefore, it is critically important that citizens feel a responsibility to vote.

This is a completely non-partisan effort. No candidates will be endorsed. This initiative solely concerns participation, education, and engagement.

This program is a collaboration between Maryland Working Families and other public, private, and nonprofit organizations to teach leadership and build civic capacity among our communities in an effort to increase voter participation.

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

**MBE/WBE PARTICIPATION:**

N/A

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Adopt A Block, Inc., Developer, for the sale of the City-owned property located at 2129 Cliftwood Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00

**BACKGROUND/EXPLANATION:**

The project will involve the rehabilitation of the vacant building as a single family home, which the Developer will donate to a military veteran to use as his/her private residence. The property is in the South Clifton Park neighborhood.

The authority to sell the property is given under Baltimore City Code, Article 13, § 2-7 (h) of the Baltimore City Code.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 2129 Cliftwood Avenue is \$7,100.00 and the purchase price is \$1,000.00.

The property is being sold to Adopt A Block, Inc., below the price determined by the Waiver Valuation Process because of the following reasons:

DHCD - cont'd

- the sale will help to promote a specific benefit to the immediate community,
- the sale will continue the elimination of blight,
- the sale will facilitate home ownership of a military veteran, and
- the sale will promote economic development through placement on the City's tax rolls.

**MBE/WBE PARTICIPATION:**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Elise Victoria, Developer, for the sale of the City-owned property located at 4013 Penhurst Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$3,000.00

**BACKGROUND/EXPLANATION:**

The project will involve new construction of a small personal home. The property is in the West Arlington neighborhood.

The authority to sell the property located at 4013 Penhurst Avenue comes from the Rogers Avenue Transit Station Urban Renewal Plan, approved by the Mayor and City Council of Baltimore as Ordinance No. 923, dated April 5, 1983.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 4013 Penhurst Avenue is \$5,750.00 and the purchase price is \$3,000.00.

The property is being sold to Elise Victoria, below the price determined by the Waiver Valuation Process because of the following reasons:

DHCD - cont'd

- the sale will help to promote a specific benefit to the immediate community,
- the sale will continue the elimination of blight, and
- the sale will promote economic development through placement on the City's tax rolls.

**MBE/WBE PARTICIPATION:**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with B&D Phase III, LLC, Developer, for the sale of the City-owned properties located at 555, 557, 561, 563, 565, 567, 569, 571, 573, 575, 577, 579, 581 Baker Street and 2222, 2224, and 2226 Division Street.

**AMOUNT OF MONEY AND SOURCE:**

555 Baker Street	\$ 1.00
557 Baker Street	1.00
561 Baker Street	1.00
563 Baker Street	1.00
565 Baker Street	1.00
567 Baker Street	1.00
569 Baker Street	1.00
571 Baker Street	1.00
573 Baker Street	1.00
575 Baker Street	1.00
577 Baker Street	1.00
579 Baker Street	1.00
581 Baker Street	1.00
2222 Division Street	1.00
2224 Division Street	1.00
2226 Division Street	1.00
<b>Total</b>	<b>\$16.00</b>

**BACKGROUND/EXPLANATION:**

The Developer will purchase the vacant lots known as 555, 557, 561, 563, 565, 567, 569, 571, 573, 575, 577, 579, 581 Baker Street and 2222, 2224, 2226 Division Street. To consolidate them with the Developer-owned lots at 559 Baker Street and 2228 Division Street.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DHCD - cont'd

The Developer will re-subdivide and construct seven new for-sale homeownership units. The properties are located within the Druid Heights Community. The purchase price and improvements to the site will be funded through public and private funds.

The authority to sell these properties is within Article 13, § 2-7 (h) (2) (ii) (C) of the Baltimore City Code and the Druid Heights Urban Renewal Plan.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE ASSESSED VALUE:**

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Pursuant to Baltimore City's Appraisal policy, "unimproved real property with an assessed value of \$2,500.00 or less will not require an appraisal." Each property is assessed for \$1,000.00.

The properties are being sold to B&D Phase III, LLC, below the assessed value because of the following reasons:

- the new construction will help to promote a specific benefit to the immediate community,
- the transaction will continue the elimination of blight, and
- the sale and construction will promote economic development through placement on the City's tax rolls.

**MBE/WBE PARTICIPATION:**

The Developer has signed a Commitment to Comply.

**MBE: 27%**

**WBE: 10%**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Marlon D. Clary, Developer, for the sale of the City-owned property located at 2700 Laretta Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$6,800.00

**BACKGROUND/EXPLANATION:**

The property is a partially boarded and vacant two-story porch front corner dwelling, located in the Rosemont Community that is in need of work. Once work is completed, the property will serve as residential housing and leased at market rate.

The City is authorized to dispose of the property by virtue of Article 13 § 2-7 (h) (2) (ii) (c) and ordinance 03-509, Rosemont Urban Renewal Plan, dated April 3, 2003.

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 2700 Laretta Avenue is \$6,800.00 and the purchase price is \$6,800.00.

**MBE/WBE PARTICIPATION:**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 08 under Project No. 1234, GWWO, Inc. The period of the task assignment is approximately 24 months.

**AMOUNT OF MONEY AND SOURCE:**

\$156,327.30 - 9938-919031-9474-000000-703032

**BACKGROUND/EXPLANATION:**

This task will include design services for the Druid Hill Park Parking Lot at East Drive.

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

**MBE/WBE PARTICIPATION:**

**MBE: 18.57%**

**WBE: 18.63%**

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

AGENDA

BOARD OF ESTIMATES

05/31/2017

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks - cont'd</u>		
\$ 20,000.00	9938-918031-9475	
General Fund	Druid Hill Park	
HUR Eligible	Head Trail Parking	
	(Reserve)	
140,000.00	9938-903778-9475	
1 <sup>st</sup> Parks &	Druid Hill Pool &	
Public	Bathhouse	
<u>Facilities</u>	(Reserve)	
<b>\$160,000.00</b>	-----	9938-919031-9474
		Druid Hill Park
		Head Trail Parking
		(Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task #8 to GWWO, Inc. and to reconcile the account's deficit.

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Space Utilization Committee - Interdepartmental Lease Agreement  
Amendment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Interdepartmental Lease Agreement Amendment between the Department of General Services (Landlord) and the Mayor's Office of Human Services (Tenant) for the rental of approximately 2,514 square feet of space located at 5225 York Road - 1<sup>st</sup> floor. The period of the Interdepartmental Lease Agreement Amendment will be effective upon Board approval with the option to renew for three remaining one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$21,494.70	\$1,791.23

Account: 1001-000000-1191-594700-603096

**BACKGROUND/EXPLANATION**

The original Interdepartmental Lease Agreement was approved by the Board on August 20, 2014, with five one-year renewal option periods. The Lease Agreement Amendment will change the usable space from 3033 square feet to 2514 square feet. The Landlord will still be responsible for the exterior of the building and all interior common areas; will provide and pay all utilities; will furnish janitorial, trash, and pest control services, and will provide for snow and ice removal. The Tenant will not make any alterations, additions, or improvements without the Landlord's written consent; will provide all equipment necessary for the operation of the Tenant's programs, as well as keeping that equipment in the Leased Premises in proper working condition, and will be responsible for telephone and computer services on the Leased Premises.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Space Utilization Committee - cont'd

The Space Utilization Committee approved this Interdepartmental Lease Agreement Amendment on May 23, 2017.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Real Estate - Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Lease Renewal with Alison Spiesman and Brian Dowdall for the rental of the property known as 2090 Woodbourne Avenue located on the grounds of the Mt. Pleasant Golf Course. The period of the renewal agreement is July 16, 2017 through July 15, 2018.

**AMOUNT OF MONEY AND SOURCE:**

The annual rent will be \$1.00, if demanded.

**BACKGROUND/EXPLANATION:**

On July 16, 2014, the Board approved the Lease Agreement for two 2-year periods commencing upon Board approval with the option to renew for two 1-year periods. On August 10, 2016, the Board approved the first renewal option for the period July 16, 2016 through July 15, 2017. The second renewal option has been exercised for the period July 16, 2017 through July 15, 2018, with no further renewal options.

All other rentals, conditions and provisions of the Lease Agreement dated July 16, 2014 and the renewal option dated August 10, 2016 will remain in full force and effect.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Real Estate - Option Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Option Agreement with Big City Farms, Inc., owner, for the purchase of the property known as 4825 Windsor Mill Road (Block 8455, Lot 4) in fee simple.

**AMOUNT OF MONEY AND SOURCE:**

\$260,000.00 - 9938-920300-9474-900000-706040

**BACKGROUND/EXPLANATION:**

This acquisition is necessary for the Department of Recreation and Parks to acquire the five acre property contiguous to Gwynns Falls/Leakin Park and across from the Carrie Murray Nature Center. The site, once under City control, will primarily be used to enhance the visitor experience to the Carrie Murray Nature Center.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Baltimore Development Corporation - Office Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Office Lease Agreement with Patricia L. Thompson, Sole Proprietor, Tenant, for the rental of 912 square feet for the property known as Suite A100 at the Business Center @ Park Circle located at 2901 Druid Park Drive. The period of Agreement is June 1, 2017 through May 31, 2018, with one additional 1-year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$12,768.00	\$1,064.00

After year one, the base rent will escalate at a rate of 4% annually in order to allow for any increases in building expenses.

**BACKGROUND/EXPLANATION:**

Ms. Thompson, will use the space for private and pastoral counseling services. Ms. Thompson is also establishing a non-profit corporation to provide individual and family treatment services including parental services, promoting self-esteem for children and adults and enhancing personal and community safety.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications. The Tenant will be responsible for any improvements or build-out of the premises.

All other landlord services such as utilities, limited janitorial services, maintenance, and repairs to the premises are included in the initial base rent.

BDC - cont'd

In addition, the Tenant is obligated to maintain and keep in force general public liability, contractual liability, and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies.

**MBE/WBE PARTICIPATION:**

N/A

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/  
Office of Engineering and  
Construction  

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- WC 1361, AMI/R Urgent Need  
Metering Infrastructure  
Repair & Replacement, Various  
Locations (3" & Larger Water  
Service)  
**BIDS TO BE RECV'D: 6/14/2017**  
**BIDS TO BE OPENED: 6/14/2017**
  
2. Department of Public Works/  
Department of Recreation  
and Parks  

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- RP 15802R, Latrobe Park Field  
House  
**BIDS TO BE RECV'D: 7/12/2017**  
**BIDS TO BE OPENED: 7/12/2017**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Baltimore Development - Second Amendment to Lease Agreement,  
Corporation Interagency Contracts, Loan Termination  
and Release Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the following:

1. Second Amendment to Lease Agreement with the Inner Harbor East Marina LLC, Lessee, for the facilities known as the Harbor East Marina,
2. Interagency Contract with the State of Maryland Department of Natural Resources to receive a \$200,000.00 grant through the Boating Infrastructure Grant Program "BIG Program",
3. Interagency Contract with the State of Maryland Department of Natural Resources to receive a \$1,458,707.00 Grant through the Boating Infrastructure Grant Program, and
4. Loan Termination and Release Agreement with the Inner Harbor East Marina LLC (IHEM), Harbor East Limited Partnership (HELP), and Harbor East-Office, LLC (HEO), collectively referred to as "Harbor East."

**AMOUNT OF MONEY AND SOURCE:**

The City will receive annual revenues from the Second Amendment to Lease Agreement according to the following schedule:

- (i) 5% of the gross income from the operation of the Marina;
- (ii) 31.25% of the difference between Lessee's charges for fuel (if any) and its expenditures;

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Baltimore Development Corporation - cont'd

- (iii) 15.625% of the difference between Lessee's charges for electricity and its expenditures;
- (iv) 5% of the net rent collected by Lessee from any sub-lessee of a portion of any Marina Building; and
- (v) 5% of the net income generated by Lessee from the operation of any convenience or retail store located within any Marina Building.

Rent percentages will escalate to (i) 8%, (ii) 50%, (iii) 25%, (iv) 8%, and (v) 8% for the final seven (7) renewal terms.

The City will receive \$200,000.00 in BIG Program grant funds for Grant #F16AP00249.

The City will receive \$1,458,707.00 in BIG Program grant funds for Grant #F16AP00250.

The City will receive a payment of \$525,545.82 from Harbor East through the Loan Termination and Release.

**BACKGROUND/EXPLANATION:**

The City is the owner of property known as the "Harbor East Marina." Inner Harbor East Marina LLC is the Lessee of the property, pursuant to a Lease Agreement approved by the Board of Estimates on July 14, 1995, as amended by the First Amendment dated June 10, 2009. Through this lease agreement, as amended, the Lessee is responsible for the normal operations and maintenance of the marina, for an initial term that ended on December 31, 2016, and 15 five-year renewals that extend the Lease to December 31, 2091, if exercised by Lessee.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Baltimore Development Corporation - cont'd

The existing Marina is at end of its serviceable life and is in need of replacement. These two BIG Program grants provide matching federal funds for the replacement of portions of the marina dedicated to transient boating. The Lessee, through this second amendment, has committed to providing upfront funding of additional costs connected with the Marina Replacement, including the non-federal matching funds, and assuming all obligations of the City pursuant to the requirements of the BIG Program grants. Presidential Investors Limited Partnership, LLLP, an affiliate of IHEM, has guaranteed the performance of all construction related obligations under the Interagency Contracts. The effect of the Second Amendment to Lease is to reduce rent to be paid to the City under the Lease Agreement through the end of the term and first two renewal terms to partially reimburse Lessee for it's out of pocket cost of providing the replacement facility.

To satisfy the requirements of the Maryland Department of Natural Resources under the BIG Program grants that the lease term equal or exceed the useful life of the new marina improvements, certain of the existing renewal periods are being exercised at this time such that the current term of the Lease will expire on December 31, 2046, with 9 five-year renewal periods that would extend the lease term through December 31, 2091, the same outside expiration date that exists as set forth in the First Amendment.

Regarding the Loan Termination and Release: HEO is the mortgagor under a Purchase Money Mortgage dated May 12, 1996 recorded in the Land Records of Baltimore City in Liber SEB 5561 folio 330 under which the City is the mortgagee, Purchase Money Mortgage. The Purchase Money Mortgage matured on May 16, 2016 with an unpaid balance owed the City in the amount of \$2,005,878.75.

In connection with the Marina Lease, IHEM has received a matching grant to pay for the cost of dredging estimated to cost

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Baltimore Development Corporation - cont'd

\$800,000.00, with respect to which the City is required to provide matching funds for one-half up to the amount of \$400,000.00, "City Dredging Share".

The City and HELP are also parties to a Second Amendment to Land Disposition Agreement dated October 11, 1995 pursuant to which the City agreed to pay HELP the sum of \$750,000.00 with interest at 7% per annum, to be paid solely from the rent received under the Marina Lease, the current outstanding balance of which is \$1,080,332.93, "City Debt".

The parties have agreed to a) offset against the Purchase Money Mortgage the amount of the City Dredging Share and the City Debt to result in a lump sum net payment to be made by Harbor East and b) to release and terminate any further payment obligations under the Purchase Money Mortgage, the City Dredging Share and the City Debt. Thus all rent owed under the Marina Lease will now be paid in cash to the City rather than being applied to the City Debt, as has been the case since 1995.

(The Second Amendment to Lease Agreement, Interagency Contracts and Loan Termination and Release Agreement have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

05/31/2017

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Depart. of Housing and Community Development - Condemnations</u>				
1.	Myrtle Avenue Opportunities, LLC	1311 Myrtle Avenue	L/H	\$ 4,466.00
2.	Marvin Jones	1317 Myrtle Avenue	L/H	\$ 6,360.00
3.	Tia C. Matthews	1319 Myrtle Avenue	L/H	\$ 9,360.00
4.	Zulfigar Ahmad	1316 Argyle Avenue	L/H	\$ 1,250.00
5.	Bernice Scott Street, James G. Scott, Jr., Alger T. Scott, John Calvin Scott, and KGC Development, LLC	1324 Argyle Avenue	L/H	\$ 1,250.00
<u>DHCD - Rescission and Approval</u>				
6.	Jacqueline Jenifer, Mary C. McFadden, Quintus M. Webb, and Howard O. Govans	1340 Argyle Avenue	F/S	\$ 6,900.00

On May 5, 2016, the Board accepted the donation of the fee simple interest of 1340 Argyle Avenue from the listed owners.

AGENDA

BOARD OF ESTIMATES

05/31/2017

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission and Approval- cont'd</u>			
<p>The property cannot be donated because there are open mortgages on it. Therefore, the Board is requested to rescind the May 5, 2016 acceptance and approve the purchase, by condemnation, of the fee simple interest of 1340 Argyle Avenue for \$6,900.00. The property is needed for the Upton Ball Fields Project.</p>			
<p>Funds are available in City Bond Funds in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.</p>			
<u>DHCD - Condemnation or Redemption</u>			
7. Unknown	1317 Myrtle Avenue	G/R \$96.00	\$ 640.00

Funds are available in City Bond Funds in account no. 9910-905142-9588-900000-704040, Upton Ball Fields 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 these properties.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Mayor's Office of Employment - Ratification to First Amendment  
Development to Subgrant Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the First Amendment to Subgrant Agreement with Bon Secours of Maryland Foundation, Inc. dba Bon Secours Community Works. The period of the First Amendment to Subgrant Agreement extends the term through October 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No additional cost - 4000-807416-6312-781005-603051

**BACKGROUND/EXPLANATION:**

On November 25, 2015, the Board approved the original agreement with Bon Secours of Maryland Foundation, Inc. dba Bon Secours Community Works. This agreement authorizes Bon Secours of Maryland Foundation, Inc. to provide Certified Nursing Assistant and Geriatric Nursing Assistant training with a defined curriculum designed for low skilled, unemployed, or underemployed Baltimore City residents. The period of the Agreement was November 1, 2015 through April 30, 2017.

On June 1, 2016, the Board approved a correction to the account number of the original agreement. The corrected account number is referenced above (source of funds). The purpose of this First Amendment to Subgrant Agreement is to extend the term of this Agreement through October 31, 2017. The total funding amount remains the same, a maximum of \$248,866.00. All other terms remain the same.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

(The First Amendment to Subgrant 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:

83 - 86

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

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



**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Office of Engineering and Construction - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 387,330.00	-----	9960-906145-9557-900020-2 Extra Work
387,330.00	-----	9960-906145-9557-900020-3 Engineering
498,000.00	-----	9960-906145-9557-900020-5 Inspection
3,873,300.00	-----	9960-906145-9557-900020-6 Construction
<u>232,398.00</u>	-----	9960-906145-9557-900020-9 Administration
<b>\$5,378,358.00</b>		

Bureau of Purchases

3. B50004928, Summer Food Service Program	Martin's, Inc.	<b>\$ 1,364,800.00</b>
	Area #1	\$ 388,400.00
	Area #2	\$ 281,700.00
	Area #3	\$ 330,000.00
	Area #4	\$ 364,700.00
(DHCD)		
Area #1 <b>MBE:</b> Class Act Café & Catering, Inc.		\$ 62,920.00 16.2%
	<b>WBE:</b> Shalom Catering Corp.	\$ 27,382.20 7.05%
	MR Enterprises, Inc.	8,734.00 2.25%
		<b>\$ 36,116.20 9.30%</b>
Area #2 <b>MBE:</b> Class Act Café & Catering, Inc.		\$ 45,635.40 16.2%
	<b>WBE:</b> Shalom Catering Corp.	\$ 19,859.85 7.05%
	MR Enterprises, Inc.	6,338.25 2.25%
		<b>\$ 26,198.10 9.30%</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Purchases

Area #3 **MBE:** Class Act Café & Catering, Inc. \$ 53,460.00 16.2%

<b>WBE:</b> Shalom Catering Corp.	\$ 19,859.85	7.05%
MR Enterprises, Inc.	7,425.00	2.25%
	<u>\$ 27,284.85</u>	<u>9.30%</u>

Area #4 **MBE:** Class Act Café & Catering, Inc. \$ 59,081.40 16.2%

<b>WBE:</b> Shalom Catering Corp.	\$ 25,711.35	7.05%
MR Enterprises, Inc.	8,205.75	2.25%
	<u>\$ 33,917.10</u>	<u>9.30%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Four proposals were received on April 26, 2017. Two proposals submitted by K&B WholeBody Solutions, LLC and Revolution Foods, Inc., were referred to the Law Department for review of apparent deficiencies in their bid guarantees. The bids are currently with the Clerk to the Board of Estimates. These proposals have not been received by the Bureau of Purchases and due to the need to have an award prior to June 1<sup>st</sup> to allow sufficient time to begin to serve meals beginning June 19<sup>th</sup>, the Bureau of Purchases recommends the Board award all four areas to the above responsible proposer. The proposals for each area submitted by Martin's Inc. were determined to be responsive, and received the highest total scores of the proposals evaluated. This award recommendation has been approved by the Maryland State Department of Education, as required.

The Bureau of Purchases further recommends that the two proposals submitted by K&B WholeBody Solutions, LLC and Revolution Foods, Inc. that have not been forwarded, be

AGENDA

BOARD OF ESTIMATES

05/31/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

rejected. The Summer Foods Services Program for children and teens is funded by the U.S. Department of Agriculture, through the Maryland State Department of Education, and is administrated locally by the Baltimore Housing Office of Community Services.

4. B50004930, Aluminum Flagpoles, \$ 2,131,800.00  
Street Light Poles Inc.  
and Accessories

(Department of Transportation)

**MWBOO GRANTED A WAIVER.**

5. B50004939, Telephone Millennium \$ 200,000.00  
System Maintenance Technologies, LLC  
Services

(Dept. of Communication Services,  
Municipal Telephone Exchange)

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Bureau of Purchases - Acceptance of Technical Proposals  
and Opening of Price Proposals and  
Rejection of Proposals

**ACTION REQUESTED OF B/E:**

The Board is requested to accept the technical proposals submitted in response to Solicitation No. B50004822, Psychological Services and Employee Assistance Program and authorize the opening of the envelope "B" containing the price proposals of the following vendors for the Employee Assistance Program:

Janus Associates, Inc. d/b/a BHS  
Adventist Healthcare, Inc.

The Board is further requested to reject the proposals for Psychological Services from Greenside Psychological Associates, Inc. d/b/a Atlantic OccuPsych; and Interdynamics Incorporated.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 08, 2017, four proposals were received and were found responsive and subsequently reviewed by the evaluation committee for technical scoring.

Out of the two responsive proposals scored by the evaluation committee for the Employee Assistance Program, both met the City's minimum technical score requirements for price opening.

However, after reviewing the proposals for the Psychological Services, it was determined that rejection of these proposals and re-bidding on revised specifications would be in the best interest of the City.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works/Office - Employee Expense Statements  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Ruffin Downes for expenses incurred during the month of December 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$42.91 - 2070-000000-5601-400200-603002

**BACKGROUND/EXPLANATION:**

The employee no longer works for the City. The statement was delayed due to incorrect information.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works/Office - Employee Expense Statements  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Ruffin Downes for expenses incurred during the month of January 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$168.31 - 2070-000000-5601-40020-603002

**BACKGROUND/EXPLANATION:**

The employee no longer works for the City. The statement was delayed due to incorrect information.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc. under Project 1401, On Call Project and Construction Management Assistance Services. The amendment extends the period of the agreement through May 14, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No funds are required at this time.

**BACKGROUND/EXPLANATION:**

On May 14, 2014, the Board approved an agreement with Johnson. Mirmiran & Thompson, Inc. for On-Call Construction Services for the Department of Public Works/Bureau of Water and Wastewater. The current expiration date is May 14, 2017. Services to be provided include but are not limited to assisting the City Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, construction contract administration, and MBE/WBE and wage regulation compliance reporting.

This amendment will increase the duration time of the contract by one year for a total contract duration time of four years. This amendment is within the original scope of work and was requested by the Agency. All other terms and conditions of the original agreement remain unchanged.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DPW/Office of Engineering and Construction - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE: 27%**

**WBE: 9%**

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Louis Berger Water Services, Inc. under Project 1405, On Call Project and Construction Management Assistance Services. The amendment extends the period of the agreement through June 10, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No funds are required at this time.

**BACKGROUND/EXPLANATION:**

On June 11, 2014, the Board approved an agreement with Louis Berger Water Services, Inc. for three years or until the upset limit is reached. The current expiration date is June 10, 2017. Services to be provided include but are not limited to assisting the City Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of projects records and documentation, review and processing of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, construction contract administration and MBE/WBE and wage regulation compliance reporting.

This amendment is within the original scope of work and was requested by the Agency. All other terms and conditions of the original agreement remain unchanged.

**MBE/WBE PARTICIPATION:**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

DPW/Office of Engineering and Construction - cont'd

**MBE: 27%**

**WBE: 10%**

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 20 to Hazen & Sawyer, PC, under Project No. 1406 - WC 1286, On-Call Project and Construction Management Assistance Services. The period of Task No. 20 is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$300,468.00 - 9960-915617-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of assistance from Hazen & Sawyer, PC to provide inspection services on W.C. 1286 - Guilford Avenue & Vicinity-Water Main Replacements for the Department of Public Works/Bureau of Water and Wastewater. The services provided will be for the duration of approximately 12 months. The current expiration date is June 2, 2018. There have been no other inspection or Construction Management Assistance tasks written or approved by the Board of Estimates previously.

Hazen & Sawyer, PC, will provide that include but are not limited to assisting the Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and support, estimating, scheduling, project engineering, constructability reviews, construction contract administration, and MBE/WBE and wage regulation compliance reporting.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Dept. of Public Works/Office of Eng. & Constr. - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Emergency Construction Services Agreement with The Whiting-Turner Contracting Co., Inc. for SC 961, Emergency Construction Services. The period of the agreement is effective upon the Notice of Proceed until the work is completed as determined by the City Engineer, but in no case later than 365 days from approval by the Board of Estimates.

**AMOUNT OF MONEY AND SOURCE:**

\$7,833,453.64 - 9956-903554-9551-900020-706063

**BACKGROUND/EXPLANATION:**

The completion of the Patapsco Enhanced Nutrient Removal Projects is subject to a December 31, 2016 Consent Decree deadline imposed by the Maryland Department of the Environment.

The Patapsco Enhanced Nutrient Removal Projects, SC 845R-Nitrification Filters Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant and SC 852R-Denitrification Filters Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant have been delayed by disputes with the existing contractor over the correction of identified quality control deficiencies. The most significant of these disputes concerns the quality of welds on process piping at the Patapsco Enhanced Nutrient Removal Projects.

The Department has repeatedly directed the existing contractor to take corrective action, but it has not done so to the satisfaction of the Department. The lack of resolution of this dispute, together with other issues has delayed the project past the Consent Decree deadline. At this time, the Department is taking every measure

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works/Office - cont'd  
of Public Works

necessary to complete the Patapsco Enhanced Nutrient Removal Projects as quickly as possible and at the level of workmanship contemplated by the contract.

The delays to the completion have subjected the City to potential fines from the Maryland Department of Environment. To minimize further delays to the completion of the project, it is imperative that the City retain the services of a supplemental contractor to investigate, repair, and/or replace deficient work identified by the City. The Phase 2 time and materials proposal is for the follow-on contract to the previously approved Pre-Construction Phase I services contract. The Whiting Turner Contracting Co., Inc. is an experienced contracting firm with the personnel and ability to complete the necessary work in a timely manner. The time and materials aspect of this contract will be tracked daily in a database for full documentation of all hours charged toward specific deficient work. This will support the eventual back charge to the retainage fund currently held on these projects.

In addition, The Whiting Turner Contracting Co., Inc. is currently on site at the Enhanced Nutrient Removal projects and has the resources and sub-contractors available to conduct the work. It is the Department's intent to recover the costs of Phase 1 and Phase 2 from the existing contractor during close-out of the Patapsco Enhanced Nutrient Removal Projects.

On July 6, 2016, pursuant to the Baltimore City Charter, Article VI, §11 (e) (i), the Department certified to the Director of Finance that the failure to correct deficient work on the Enhanced Nutrient Removal projects jeopardizes the City's ability to meet the Consent Decree Order deadline and has created a situation where no advantage will result in seeking, nor is it practicable to obtain, competitive bids to repair the deficient work identified by the Department. In addition, given the passing of the Consent Decree Order deadline, the need to retain a supplemental contractor

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works/Office - cont'd  
of Public Works

is of an emergency nature as there is insufficient time to procure the necessary work through the normal competitive bidding process.

**PURSUANT TO ARTICLE VI, §11 (e) (i) OF THE BALTIMORE CITY CHARTER, IT IS HEREBY CERTIFIED NO ADVANTAGE WILL RESULT IN SEEKING NOR IS IT PRACTICABLE TO OBTAIN COMPETITIVE BIDS.**

**ON JULY 6, 2016, WRITTEN NOTICE WAS PROVIDED TO THE DIRECTOR OF FINANCE AND THE INTENT TO USE THE WHITING-TURNER CONTRACTING CO., INC. TO PERFORM THE WORK.**

**THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.**

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

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 4,726,580.00	9956-906526-9549	
Wastwater	Constr. Res. Back	
Revenue Bonds	River Digesters	
5,947,013.00	9956-933001-9549	
Wastewater	Constr. Res.	
Revenue Bonds	Unallocated	
<b>\$10,673,593.00</b>		
\$ 783,345.00	-----	9956-903554-9551-2
		Extra Work
783,345.36	-----	9956-903554-9551-3
		Design
803,442.00	-----	9956-903554-9551-5
		Inspection

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works/Office - cont'd  
of Public Works

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7,833,453.64	-----	9956-903554-9551-6
		Construction
<u>470,007.00</u>	-----	9956-903554-9551-9
		Administration
<b>\$10,673,593.00</b>		

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement for Project 1402, On-Call Project and Construction Management Assistance Services with Rummel Klepper & Kahl, LLP (RK&K), and an increase of the upset limit from \$4,000,000.00 to \$5,000,000.00. The Amendment No. 1 to Agreement will extend the period of the agreement through December 10, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - The amount of money and source will be determined with each individual task. No funds are required at this time.

**BACKGROUND/EXPLANATION:**

The completion of the Patapsco Enhanced Nutrient Removal (ENR) Projects is subject to a December 31, 2016 consent decree deadline imposed by the Maryland Department of the Environment. The Patapsco ENR Projects (Sanitary Contract No. 845R, Nitrification Filters Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant and Sanitary Contract No. 852R, Denitrification Filters Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant) have been delayed by disputes with the existing contractor over the correction of identified quality control deficiencies. The most significant of these disputes concerns the quality of welds on process piping at the Patapsco ENR Projects.

The DPW has repeatedly directed the existing contractor to take corrective action, but it has not done so to the satisfaction of the DPW. The lack of resolution of this dispute, together with other issues, has delayed the project past the consent decree deadline. At this time, the DPW is taking every measure necessary to complete the Patapsco ENR Projects as quickly as possible and at the level of workmanship contemplated by the contract. The delays to the completion have subjected the City to potential fines from the Maryland Department of the Environment (MDE).

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

To minimize further delays to the completion of the ENR projects (SC 845R and 852R), it is imperative that the City retain the services of a supplemental contractor to investigate, repair, and/or replace deficient work identified by the City.

The purpose of this request is to provide time and money for Task 22. The proposed Task #22 (to be issued by the agency) is an important and concurrent component in supporting the effort of SC 961 Emergency Construction Services (Phase 2) with additional inspections and project management support. The services to be provided by RK&K in Task 22 are within the existing scope of work in on-call Contract 1402. The Office of Engineering and Construction is utilizing MBE and WBE consultants from the current contract in a major role for this task. Accurate documentation is paramount towards the goal of back-charging the existing contractor for this overall rework effort.

Since time is of the essence, and the Office of Engineering and Construction does not have available personnel with the necessary experience, the City must engage RK&K inspection and project management personnel to provide the services needed for Task 22.

**IT IS HEREBY CERTIFIED THAT PURSUANT TO ARTICLE VI, §11(e)(i) OF THE CHARTER, THE EMERGENCY IS OF SUCH A NATURE THAT NO ADVANTAGE WILL RESULT IN SEEKING, OR IT IS NOT PRACTICABLE TO OBTAIN, COMPETITIVE BIDS. ON A MEMO DATED JULY 06, 2016, THE DIRECTOR OF FINANCE APPROVED THE REQUEST OF THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS TO RETAIN A SUPPLEMENTAL CONTRACTOR FOR THIS WORK.**

**MBE/WBE PARTICIPATION:**

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement of 27% and 10%.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

**AUDITS NOTED THE TIME EXTENSION.**

**AUDITS NOTED THE INCREASE IN THE UPSET LIMIT.**

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

**A PROTEST AND SUPPLEMENTAL PROTEST WERE RECEIVED FROM MARTIN HILDA,  
P.A. ON BEHALF OF BALFOUR BEATTY INFRASTRUCTURE, INC. AND ITS  
DIVISION FRU-CON CONSTRUCTION.**

(The Amendment No. 1 to the Agreement for Project 1402, On-Call  
Project and Construction Management Assistance Services has been  
approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Hazen & Sawyer, PC, under S.C. No. 913, Wastewater Engineering Services for the Improvements of the Low Level Sewershed Collection System. The Amendment No. 2 extends the period of the Agreement for six months through November 11, 2017 or until the upset limit is reached, which occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 9956-918616-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting Hazen & Sawyer, PC to continue to provide engineering services for the Improvement to the Low Level Sewershed. Hazen & Sawyer, PC was awarded the agreement on May 11, 2011 to provide engineering services for the Improvement of Low Level Sewershed Collection System in compliance with the Consent Decree for a period of five years. A time extension was then awarded for an additional year. Due to the discrepancy between the provided as-builts, post closed circuit television (CCW), and pay estimates, the Design Consultant needed to go back and cross check all assets on S.C. 913 with the inspector's daily reports and make sure there no discrepancies. The final incompleted items reported under this project needed to match the list of items to be completed under the de-scoping project. The total items has to match what was reported to be completed under the Consent Decree for this sewershed. This is a very time sensitive procedure and this Amendment No. 2 will allow the Consultant to continue to be able to provide a final report outlining where the discrepancies

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

are and resolve them. Hazen & Sawyer, PC will need to go back and update the records. Hazen & Sawyer, PC was originally approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission.

Under the terms of the scope of the original Agreement, the project involves the design of improvements recommended by the Low Level Sewershed Study and Plan under the City's Wet-Weather Consent Decree Program. The work may include condition assessment, preliminary and final design and providing post-award services for relief sewers, point repairs, rehabilitation, and replacement of sanitary sewers and manholes within the Low Level Sewershed. Included in this submission is a detailed description of the individual scope of work items for this project. The period of the current agreement expires May 11, 2017.

**MBE/WBE PARTICIPATION:**

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 27% and the WBE goals of 9% assigned to the original Agreement.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works/Office - Amendment No. 7 to Agreement of Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 7 to Agreement with KCI Technologies, Inc., under Project No. 1118, Improvements to the Wastewater Collection System for Consent Decree Wet Weather Compliance. The Amendment No. 7 extends the period of the Agreement for 12 months through September 22, 2018 or until the upset limit is reached, which occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$ 600,000.00 - Wastewater Utility  
531,139.57 - Water Utility  
**\$1,131,139.57** - 2070-000000-5601-5601-728800-603018

**BACKGROUND/EXPLANATION:**

The Office of Asset Management is requesting the final optional renewal year for Project No. 1118. This last year will enable the activities associated with core and operational data management to continue as well as allow time for execution/enhancement of asset management systems to support the Department and Capacity Management Operation Maintenance (CMOM) activities. The execution of this final renewal year is also due to the fact that negotiations of the modified Consent Decree are on-going. The modified Consent Decree introduced a new Program-Preventive Maintenance Cleaning/Inspection Program which falls under the responsibility of this Office and scope of this project. The resources available through this contract also assist the Department to robustly manage large datasets that are then used to prepare metrics and reports provided to the Regulators at prescribed intervals throughout the duration of the Consent Decree.

This project, under the scope of the original agreement, was awarded to KCI Technologies, Inc. to develop the CMOM Program

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

for the Department, per the requirements of the 2002 Wet Weather Consent Decree. Numerous preventive maintenance Project Management (PM) programs designed to eliminate sanitary sewer overflows have been developed and implemented under this project (e.g. root control, FOG abatement, food service establishment inspection, closed circuit television analysis/root cause analysis). As the PM programs have matured, the focus has shifted from understanding the system needs to managing the work and the associated data. The period of the current Agreement expires September 22, 2017.

**MBE/WBE PARTICIPATION:**

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 27% and the WBE goals of 10% assigned to the original Agreement.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

(The Amendment No. 7 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works - Maintenance Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement for Ongoing Maintenance of a Sewage Pre-Treatment Unit for a Conventional Onsite Sewage Disposal System with Baltimore County Department of Environmental Protection and Sustainability and for installing and maintaining the on-site septic system at the new Loch Raven Vehicle Storage Facility that is under construction at 9800 Loch Raven Drive.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

Baltimore City is constructing vehicle storage buildings, a salt storage building and fueling station at the lower site at the lower site, 9800 Loch Raven Drive, as part of the project WC1183. These buildings will provide the necessary infrastructure for the environmental operations crew to maintain the Loch Raven Watershed Facility. Previously, the crew was using an old barn at the lower site and temporary sheds for storing salt and their maintenance vehicles.

We are constructing an on-site septic system as part of this project because this watershed area does not have a sewer system. The site, being in Baltimore County, requires the Department to obtain a septic permit from Baltimore County Department of Environmental Protection and Sustainability to construct a septic system. To obtain the permit, the property owner (Baltimore City) is required to execute an ongoing maintenance agreement for the new septic system that will be constructed on-site.

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works - Maintenance Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement for Ongoing Maintenance of a Sewage Pre-Treatment Unit for a Conventional Onsite Sewage Disposal System with Baltimore County Department of Environmental Protection and Sustainability and for installing and maintaining the on-site septic system at the Loch Raven Administrative Building that is under construction at 9900 Loch Raven Drive.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

Baltimore City is constructing an administrative building at the upper site, 9900 Loch Raven Drive, as part of the project WC1183. This building will provide the necessary infrastructure for the environmental operations crew to maintain the Loch Raven Watershed Facility. Previously, the crew was working from their trucks and a small conference room available at the existing Zebra Mussel Facility.

We are constructing an on-site septic system as part of this project because this watershed area does not have a sewer system. The site, being in Baltimore County, requires the Department to obtain a septic permit from Baltimore County Department of Environmental Protection and Sustainability to construct a septic system. To obtain the permit, the property owner (Baltimore City) is required to execute an ongoing maintenance agreement for the new septic system that will be constructed on-site.

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - TRANSFER OF LIFE-TO-DATE  
SICK LEAVE

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

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

<u>Donors</u>	<u>Days</u>
Rhonda Shields	4
Joan Johnson	2
Deborrah Jones	2
Angelisa Morton	2
Nichole Pope	2
Juliet Saunders	1
Candice Nichols	1
Ardie Shaw	1
Deborah Hamilton	3
Aisha Darby	5
Steven Litzenberger	5
Mary Brennan	<u>1</u>
<b>Total:</b>	<b>29</b>

Ms. Green is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Green to remain in pay status.

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - TRANSFER OF LIFE-TO-DATE  
SICK LEAVE

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

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

<u>Donors</u>	<u>Days</u>
LaTonya Moore	5
Francine Childs	4
Yvonne Coleman	3
Phillis Goods	3
Marietta Farrell	3
Sherry Adeyemi	2
Aisha Ross	2
Charmagne Thompson	<u>1</u>
<b>Total:</b>	<b>23</b>

Michal Thornton is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of his leave has been used. This transfer will allow Mr. Thornton to remain in pay status.

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards from Rite Aid for the STD/HIV Prevention Program.

**AMOUNT OF MONEY AND SOURCE:**

\$2,900.00 - 5000-569717-3023-274401-604051

(580 Rite Aid gift cards @ \$5.00 each)

**BACKGROUND/EXPLANATION:**

The incentive cards will be distributed to help reduce the number of new HIV infections and improve the health of persons living with HIV/AIDS. In addition, the incentive cards will enhance the staff's ability to attract those encountered to receive counseling and testing on the van. T-shirts are purchased and provided to the outreach team.

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

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

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - Agreements and Amendments to Agreements

The Board is requested to approve and authorize execution of the Agreements and Amendments to Agreements.

AGREEMENTS

1. **KENNEDY KRIEGER INSTITUTE, INC.** **\$ 38,037.00**

Account: 4000-427117-3080-294300-603051

The organization's Center for Autism and Related Disorders will provide screening assessment, training and staff case consultation by a trained psychologist with expertise in the early identification of autism spectrum disorders. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because the Grant Award from the Maryland State Department of Education was approved late in the fiscal year.

2. **GAY FAMILY FOUNDATION, LTD.** **\$ 87,419.00**

Account: 4000-427717-3023-273307-603051

The organization will assist the Department in the process of performing a comprehensive needs assessment for the Greater Baltimore HIV Health Services Planning Council identifying key service needs and what populations are in need of care. The period of the agreement is March 1, 2017 through May 31, 2017.

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

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - cont'd

**3. THE JOHNS HOPKINS UNIVERSITY \$431,605.00**

Account: 4000-484817-3023-718000-603051

The organization's Center for Child & Community Research will design, implement, and evaluate STD/HIV prevention projects. The organization will be responsible for managing the day-to-day evaluation aspects of the project, such as setting-up evaluation forms and tracking mechanisms. The period of the agreement is September 30, 2016 through September 29, 2017.

The agreement is late because of a delay in the administrative process.

**MWBOO GRANTED A WAIVER.**

**4. PARK WEST HEALTH SYSTEMS, INC. \$20,000.00**

Account: 5000-583517-3041-294000-603051

The organization will work with the Department to prevent and reduce Colorectal Cancer mortality rates. The program coordinator will monitor and provide access to education prevention, screening and research across the continuum of care. The period of the agreement is September 1, 2016 through June 30, 2017.

The agreement is late because of a delay in the administrative process.

**5. HOUSE OF VICTORY HOME CARE, INC. \$15,600.00**

Account: 5000-534017-3254-767800-607001

This agreement will allow the Department to disburse State

Health Department - cont'd

Subsidized Assisted Housing Funds to low income residents at the organization.

The organization is enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted residents receive shelter, meals, housekeeping, personnel care services, and 24-hour on-site supervision. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because the Department waiting for information and signatures from the providers.

6. **THE JOHNS HOPKINS UNIVERSITY** **\$598,796.00**

Account: 4000-424517-3023-274409-603051

The organization's School of Medicine will provide medical case management, outpatient ambulatory health services, health education and risk reduction, medical transportation, non-medical case management and psychosocial support services to accommodate the increasing number of uninsured and underinsured HIV-infected clients. Funding will be used to continue program services for the special population of HIV-infected children, adolescent and young adult clients, including young African-American men who have sex with men. The period of the agreement July 1, 2016 through June 30, 2017.

The agreement is late because the Prevention and Health Promotion Administration programmatically manages the Ryan White Part B services. The providers are asked to submit a budget, budget narrative, and a scope of services. The

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - cont'd

Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review is required to comply with grant requirements.

**MWBOO GRANTED A WAIVER.**

AMENDMENT TO AGREEMENTS

7. **HEAVENLY GRACE ASSISTANT LIVING FACILITY, INC.** **(\$5,416.60)**

Account: 5000-534017-3254-767807-607001

On November 2, 2016, the Board approved the original agreement in the amount of \$39,000.00 for the period of July 1, 2016 through June 30, 2017.

This amendment will decrease funding by \$5,416.60, making the new total for FY'17 \$33,583.40.

8. **BETTY & DEBBIE'S FAMILY PLACE, INC.** **(\$2,275.00)**

Account: 5000-534017-3254-767806-607001

On October 12, 2016, the Board approved the original agreement in the amount of \$39,000.00 for the period of July 1, 2016 through June 30, 2017.

This amendment will decrease funding by \$2,275.00, making the new total for FY'17 \$36,725.00.

9. **HOME OF TENDER CARE, LLC** **(\$7,800.00)**

Account: 5000-534017-3254-767807-607001

On March 8, 2017, the Board approved the original agreement

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - cont'd

in the amount of \$23,400.00 for the period of July 1, 2016 through June 30, 2017.

This amendment will decrease funding by \$7,800.00 making the new total for FY'17 \$15,600.00.

The organizations are enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted residents receive shelter, meals, housekeeping, personnel care services, and 24-hour on-site supervision.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

- 10. **PRESERVATION MANAGEMENT INC./NEW WATERS** **\$ 0.00**  
**TOWERS APARTMENTS**

The Baltimore City Health Department was awarded a grant from the Corporation for National and Community Services to develop and/or operate volunteer services programs, specifically the Retired and Senior Volunteer Program where services are performed by persons 55 years of age and over.

RSVP volunteers serve in a diverse range of non-profit private organizations, public agencies, faith-based groups, or an eligible proprietary health care agency. Assignments include, but are not limited to: health and other education, assisting seniors to live independently, mentoring and tutoring children, visiting nursing home residents, disaster preparedness and response, delivery of health services, food collection and distribution and assisting organizations with capacity building through planning, organizing, and grant writing. The period of the agreement is July 1, 2016 through June 30, 2019.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - Ratification of Third Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Third Amendment to Agreement with Associated Black Charities, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$370,000.00 - 4000-427716-3023-273033-603051

**BACKGROUND/EXPLANATION:**

On March 23, 2016, the Board approved the original agreement in the amount of \$7,398,458.00 for the period of March 1, 2016 through February 28, 2017.

On October 5, 2016, the Board approved the first amendment increasing the amount of funds by \$6,267,249.00, which made the total amount of the contract \$13,665,707.00.

On January 18, 2017, the Board approved the second amendment increasing the amount of funds by \$105,000.00 for the Ryan White Part A services for a total contract amount of \$13,770,707.00.

This amendment will allow additional funds to be provided to the organization to reimburse its direct service providers and will make the total contract amount of \$14,140,707.00.

The Third Amendment is late because budget revisions delayed processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - No-Cost Time Extension to the Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the No-Cost Time Extension to the Grant Agreement with the March of Dimes Foundation. The period of the grant agreement is extended through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 30, 2014, the Board approved the grant agreement in the amount of \$20,000.00 for the period of March 1, 2014 through February 28, 2015, FY 2015.

On March 13, 2015, the Board approved the grant agreement in the amount of \$15,000.00 for the period of March 1, 2015 through February 28, 2016, FY 2016.

On September 28, 2016, the Board approved the first no-cost time extension, extending the period through December 31, 2016. The majority of the funds were not spent due to administrative challenges in sub-granting them to the implementation partner for the project.

This second no-cost time extension will allow for \$20,365.51, of unspent funds across FY'15 and FY'16 to be sub-granted to Roberta's House for incurred expenses to continue program implementation through the end of the calendar year and will extend the period through September 30, 2017.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

(The No-Cost Time Extension to the Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - Revised Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Revised Notice of Grant Award (NGA) from the Maryland Department of Aging. The period of the NGA was October 1, 2015 through September 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$ 2,835.00 - 4000-433516-3024-761400-404001  
5,742.00 - 4000-432916-3255-761200-404001  
1,889.00 - 4000-434316-3255-761600-404001  
198.00 - 4000-436216-3255-761800-404001  
1,210.00 - 4000-436116-3255-761700-404001  
240.00 - 4000-433916-3044-761500-404001

**\$12,114.00**

**BACKGROUND/EXPLANATION:**

On February 24, 2016, the Board approved the original NGA in the amount of \$692,933.00 for the period of October 1, 2015 through September 30, 2016.

On March 30, 2016, the Board approved an increase in the amount of \$3,678,638.00 and on September 28, 2016, the Board approved an increase in the amount of \$500,364.00 making the new total \$4,871,935.00.

On March 15, 2017, the Board approved a correction to the Board Memo that had incorrectly stated an increased NGA amount of \$3,678,638.00. The correct amount was \$2,985,705.00, making the new total NGA \$4,179,002.00.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Health Department - cont'd

This fourth revised NGA increased the total by \$12,114.00, making the new total \$4,191,116.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Planning - Fee-in-Lieu Structure

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Fee-in-Lieu Structure associated with the City's new Landscape Manual to be adopted by the Planning Commission.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The recommendations of the 2006 Comprehensive Master Plan for the City of Baltimore called for the creation and adoption of a City-wide Landscape Manual in addition to modernization of the Baltimore City Zoning Code. The Landscape Manual has been developed in conjunction with and in support of the update of the Zoning Code, and is scheduled to be adopted by the Planning Commission at their May 25, 2017 meeting.

The Landscape Manual is intended to set minimum standards for high quality development, the protection of property values, and environmental protection. The requirements established in the Landscape Manual have been coordinated with other environmental regulations, including the City of Baltimore and the State of Maryland Critical Areas, Forest Conservation, and Stormwater Management regulations so as not to duplicate requirements established through other regulations.

The Landscape Manual was developed with the understanding that in some cases, difficult or unique site conditions or other constraints of a site or project may justify the need to request alternative methods of compliance with the landscape requirements.

Department of Planning - cont'd

The manual establishes a prioritized set of options for achieving alternative compliance if requirements cannot be met within the project site. The last of these options is a fee-in-lieu, which will only be accepted as a form of alternative compliance if none of the other options for alternative compliance can be achieved.

Proposed Fee-in-Lieu Structure as follows:

- \$600.00 per planting unit (PU) to meet planting requirements not met on the project site or through other options for alternative compliance
- \$250.00 per caliper inch for mitigation of the removal of Protected Trees not replaced within the project site or through other options for alternative compliance

Minimum plant quantities are defined in the Landscape Manual based per PU. The use of planting units allows more creative planting design options and encourages the use of a greater variety of plant types.

One PU is equivalent to:

- one major deciduous tree 2 1/2 inches or greater in caliper at installation, or
- two minor deciduous trees 1 1/4 inches or greater in caliper at installation, or
- two evergreen trees 6 ft. or greater in height at installation or three evergreen trees 5 ft. or greater in height at installation, or

Department of Planning - cont'd

- six shrubs 18 to 36 inches in height at installation depending on screen type, or
- five hundred square feet of groundcover planted at recommended ANLA standards, or
- ten herbaceous/perennial plants at 1 gallon size, or
- twenty herbaceous/perennial plants at 1 quart size.

The standard method of measurement for determining the size of an existing tree is to measure the diameter of the trunk of the tree approximately 4.5 ft. above the ground. The term for this measurement is "diameter at breast height", which is abbreviated to DBH. The term caliper refers to the tool commonly used for making such measurements.

The category of trees designated as Protected Trees are listed on page 19 of the Landscape Manual and include:

- Street Trees and Public Trees (per Article 7, Division 5 of the City Code),
- trees within properties or rights-of-way designated as Baltimore City Landmarks by City ordinance,
- Specimen Trees - 20 inches DBH or greater, and
- Significant Trees - 12 inches DBH or greater for major/canopy trees and 8 inches DBH or greater for understory/minor trees located within required setbacks and within 10 feet of a public property or right-of-way.

The fee-in-lieu rates proposed are based upon the amount necessary to produce public benefits equal to normal compliance with the

Department of Planning - cont'd

Landscape Manual requirements, including the costs of the planting, establishment, and maintenance of equivalent landscaping.

To determine the total required fee for a particular project, the fee-in-lieu base rate shall be multiplied by the number of planting units or number of caliper inches DBH required by the landscape manual that are determined to be infeasible to be fulfilled on site or on an alternate site. The payment of the fee-in-lieu must be made before a construction permit can be issued.

Collection and Use of Fees-in-Lieu

The Department of Planning shall establish a new capital account for the deposit of all sums paid in lieu of landscaping. All fees collected shall be used to install and maintain landscaping that satisfies one or more of the Project Site Conditions defined in the Landscape Manual. In no case shall the funds be used for routine maintenance of existing landscaping, or other facility maintenance. The fees shall be spent within the same watershed as the project for which such fees are paid, be visible to the general public, and be in conformance with the regulations set forth in the Landscape Manual.

AGENDA

BOARD OF ESTIMATES

05/31/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |                    |                |
|---|--------------------|----------------|
| 1. <u>INQUIRIES, INC.</u>   | <u>\$35,000.00</u> | <u>Renewal</u> |
| Contract No. B50004504 - Background Investigation Services - Department of Human Resources - P.O. No. P536194 |                    |                |

On July 13, 2016, the Board approved the initial award in the amount of \$35,000.00. The award contained five 1-year renewal options. On July 28, 2016, the City Purchasing Agent approved an increase in the amount of \$15,000.00. This first renewal in the amount of \$35,000.00 is for the period July 13, 2017 through July 12, 2018, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |   |                |                |
|---|----------------|----------------|
| 2. <u>MARTY'S AUTO PAINT SUPPLY, INC.</u>   | <u>\$ 0.00</u> | <u>Renewal</u> |
| Contract No. 06000 - Automotive Paint and Supplies - Department of General Services - Fleet Management - P.O. No. P527667 |                |                |

On June 11, 2014, the Board approved the initial award in the amount of \$200,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period July 1, 2017 through June 30, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 6, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

AGENDA

BOARD OF ESTIMATES

05/31/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |                                      |              |         |
|--------------------------------------|--------------|---------|
| 3. PERKINELMER HEALTH SCIENCES, INC. | \$ 16,894.80 | Renewal |
|--------------------------------------|--------------|---------|
- Contract No. 08000 - PerkinElmer Service Plan - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P524736

On August 15, 2013, the Board approved the initial award in the amount of \$41,552.55. The award contained three 1-year renewal options. On June 8, 2016, the Board approved the first renewal in the amount of \$16,000.00. This second renewal in the amount of \$16,894.80 is for the period June 9, 2017 through June 8, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The vendor is the equipment manufacturer and is the exclusive service provider.

- |               |             |         |
|---------------|-------------|---------|
| 4. SLEC, INC. | \$12,000.00 | Renewal |
|---------------|-------------|---------|
- Contract No. 08000 - O.E.M. Parts and Service for SEFAC Heavy Duty Mobile Lifts - Department of General Services - Fleet Management - P.O. No. P527447

On May 28, 2014, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. On April 27, 2016, the Board approved an increase in the amount of \$75,000.00. This first renewal in the amount of \$12,000.00 is for the period July 1, 2017 through June 30, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The vendor is the sole supplier of the required parts and service.

AGENDA

BOARD OF ESTIMATES

05/31/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |                                 |              |         |
|---------------------------------|--------------|---------|
| 5. WM RECYCLE AMERICA<br>L.L.C. | \$900,000.00 | Renewal |
|---------------------------------|--------------|---------|
- Contract No. B50004514 - Single Stream Recycling - Department of Public Works, Bureau of Solid Waste - P.O. No. P535575

On May 18, 2016, the Board approved the initial award in the amount of \$904,560.00. The award contained four 1-year renewal options. This first renewal in the amount of \$900,000.00 is for the period June 1, 2017 through May 31, 2018, with three 1-year renewal options remaining.

**MBE/WBE PARTICIPATION:**

On December 1, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. There is only one certified MBE/WBE recycling vendor, and the work cannot be segmented. The Department of Public Works collects the recyclable materials and delivers to the vendor's facility.

- |  |              |         |
|--|--------------|---------|
| 6. ANNE CLEWELL<br>GRAPHIC DESIGN, LLC | \$ 16,102.00 | Renewal |
|--|--------------|---------|
- Contract No. B50004619 - Typeset City Comprehensive Annual Financial Report - Department of Finance - P.O. No. P535831

On June 8, 2016, the City Purchasing Agent approved the initial award in the amount of \$16,102.00. The award contained four 1-year renewal options. This first renewal in the amount of \$16,102.00 is for the period June 8, 2017 through June 7, 2018, with three 1-year renewal options remaining.

AGENDA

BOARD OF ESTIMATES

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award and contract value is below the MBE/WBE subcontracting threshold of \$50,000.00.

7. AL PACKER WHITE  
MARSH FORD, LLC \$1,000,000.00 Renewal  
 Contract No. B50003447 - O.E.M. Parts and Service for Ford Vehicles - Department of General Services - Fleet Management - P.O. No. P527249

On May 7, 2014, the Board approved the initial award in the amount of \$4,000,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$1,000,000.00 is for the period July 1, 2017 through June 30, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On January 24, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

8. MICROLOG CORPORATION OF  
MARYLAND \$ 30,000.00 Renewal  
 Contract No. B50003154 - Interactive Voice Recognition System - Department of Transportation - P.O. No. P526789

On March 19, 2014, the Board approved the initial award in the amount of \$37,000.00. The award contained two 1-year renewal options. On October 8, 2014, the Board approved an increase in the amount of \$24,000.00. This first renewal in the amount of \$30,000.00 is for the period June 1, 2017 through May 31, 2018, with one 1-year renewal option remaining.

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

On August 20, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

- |   |              |         |
|---|--------------|---------|
| 9. COMPRISE TECHNOLOGIES, INC.  | \$ 53,243.00 | Renewal |
| Contract No. 08000 - Annual Renewal of Smart Access Manager (SAM) Software and Hardware License and Technical Support - Enoch Pratt Free Library - Req. No. R763797 |              |         |

On June 1, 2016, the Board approved the initial award in the amount of \$50,890.00. The award contained four 1-year renewal options. This software is used to allow the Enoch Pratt Library to manage patrons; authentication, time and print functions on the library's PCs. This first renewal in the amount of \$53,243.00 is for the period June 1, 2017, through May 31, 2018, with three 1-year renewal options remaining.

**MBE/WBE PARTICIPATION:**

Not applicable. This is a sole source procurement.

- |   |         |         |
|---|---------|---------|
| 10. ATLANTIC TACTICAL, INC.   | \$ 0.00 | Renewal |
| Contract No. B50003559 - Police Duty Gear - Baltimore City Police Department - P.O. No. P528036 |         |         |

On July 16, 2014, the Board approved the initial award in the amount of \$111,366.00. The award contained two 2-year renewal options. On March 16, 2016, the Board approved an increase in

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05/31/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

the amount of \$200,000.00. The first renewal in the amount of \$0.00 is for the period July 16, 2017 through July 15, 2019, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On May 27, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. This a procurement of commodities only.

**MWBOO GRANTED A WAIVER.**

- |   |                     |                |
|---|---------------------|----------------|
| 11. <u>VEND CENTRAL INC.</u>  | <u>\$ 10,000.00</u> | <u>Renewal</u> |
| Contract No. B50004082 - Supply and Deliver Gatorade/Water - Fire Department - P.O. No. P531314 |                     |                |

On May 20, 2015, the City Purchasing Agent approved the initial award in the amount of \$12,000.00. The award contained two 1-year renewal options. On April 27, 2016, the City Purchasing Agent approved the first renewal in the amount of \$10,000.00. This final renewal in the amount of \$10,000.00 is for the period June 1, 2017 through May 31, 2018.

**MBE/WBE PARTICIPATION:**

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

- |   |                       |                |
|---|-----------------------|----------------|
| 12. <u>MOTOROLA SOLUTIONS, INC.</u>   | <u>\$1,346,500.00</u> | <u>Renewal</u> |
| Contract No. 06000 - 311 Call Center System Hosting - Mayor's Office of Information Technology - P.O. No. P502959 |                       |                |

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On September 28, 2005, the Board approved the initial award in the amount of \$5,364,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved and three renewal options have been exercised. This fourth renewal in the amount of \$1,346,500.00 is necessary for the continuity of the 311 system hosting applications, which include PremierOne Customer Service Request, PremierOne Customer Relationship Management (CRM) and Cityworks Asset Management System while the new 311 CRM system awarded under Contract No. B50004268 is implemented. This fourth renewal in the amount of \$1,346,500.00 is for the period July 1, 2017 through June 30, 2018, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

On March 26, 2007, it was determined that no goals would be set because of no opportunity to segment the contract.

- 13. LORENZ LAWN & LANDSCAPE,  
INC. d/b/a LORENZ, INC.                      \$186,660.00                      Renewal  
 Contract No. B50004553 - Mowing, Maintenance & Landscaping  
 Services for Cluster Six - Department of Recreation and Parks  
 - P.O. No. P535711

On June 1, 2016, the Board approved the initial award in the amount of \$186,660.00. The award contained four 1-year renewal options. This first renewal in the amount of \$186,660.00 is for the period June 1, 2017 through May 31, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 27% MBE and 9% WBE.**



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05/31/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Per contracting agency, vendor has performed to date less than \$50,000.00 of work on this contract.

**MWBOO FOUND VENDOR IN COMPLIANCE**

R.F. Warder, Inc.

**MBE:** BMC Services, LLC

Per contracting agency, vendor has performed to date less than \$50,000.00.

**MWBOO FOUND VENDOR IN COMPLIANCE**

J.F. Fischer, Inc.

<b>MBE:</b> Horton Mechanical Contractors, Inc.	27%	\$168,627.88	33.9%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

15. PERMA-PATCH, INC.	\$ 0.00	Ratification and Renewal
	<u>100,000.00</u>	
	<b>\$100,000.00</b>	

Contract No. B50002837 - Furnish and Deliver Black Fill Mix - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P523598

On May 8, 2013, the Board approved the initial award in the amount of \$200,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. Due to an administrative error, the renewal option was not exercised in

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

a timely fashion. This second renewal in the amount of \$100,000.00 will provide continued procurement of black fill mix, required for repairs of roads, streets, sidewalks, etc. The ratification is for the period May 8, 2017 through May 30, 2017. The period of the renewal is May 31, 2017 through May 7, 2018, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

On February 22, 2013, it was determined that no goals would be set because of no opportunity to segment the contract as it is a commodity contract.

**MWBOO GRANTED A WAIVER.**

16. TRAFFIC SYSTEMS, LLC d/b/a TRAFFIC SYSTEMS & TECHNOLOGY	\$ 0.00	Ratification and Renewal
Contract No. 08000 - Traffic Surveillance Components - Department of Transportation - P.O. No. P530572		

On March 25, 2015, the Board approved the initial award in the amount of \$82,000.00. The award contained two 1-year renewal options. On January 20, 2016, the Board approved the first renewal in the amount of \$20,000.00. Due to an administrative error, the renewal option was not exercised in a timely fashion. The ratification is for the period March 25, 2017 through May 31, 2017. This final renewal in the amount of \$0.00 is for the period June 1, 2017 through March 24, 2018. The above amount is the City's estimated requirement.

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BOARD OF ESTIMATES

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

**MBE/WBE PARTICIPATION:**

Not applicable. This is a sole source procurement of proprietary traffic components.

- |   |                     |                 |
|---|---------------------|-----------------|
| 17. <u>INTERDYNAMICS, INCORPORATED</u>  | <u>\$100,000.00</u> | <u>Increase</u> |
| Contract No. 06000 - Psychology Services - Police Department - P.O. No. P533984 |                     |                 |

On December 28, 2015, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. Subsequent increases have been approved. This increase in the amount of \$100,000.00 is necessary to cover outstanding invoices and ongoing services as needed. This increase will make the award amount \$262,500.00. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. Initial award was below MBE/WBE subcontracting threshold of \$50,000.00. Vendor is MDOT Certified, MBE Certified, Small Disadvantaged, SBA 8a Certified Business.

- |   |                     |                 |
|---|---------------------|-----------------|
| 18. <u>LAAKE ENTERPRISES, INC.</u>  |                     |                 |
| t/a FESCO EMERGENCY SALES   |                     |                 |
|   | <u>\$100,000.00</u> | <u>Increase</u> |
| Contract No. 06000 - O.E.M. Parts and Service for Horton Medics - Department of General Services - P.O. No. P525152 |                     |                 |

AGENDA

BOARD OF ESTIMATES

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On September 25, 2013, the Board approved the initial award in the amount of \$400,000.00. The first renewal in the amount of \$150,000.00 was approved by the Board on August 10, 2016. Due to the underestimated anticipated utilization for the current term, an increase in the amount of \$100,000.00 is necessary to provide additional funding to allow the agency to continue to order O.E.M. Parts and Service for the City during the contract period. This increase in the amount of \$100,000.00 will make the award amount \$650,000.00. The contract expires on September 2, 2017. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On July 8, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

19. THE BEST BATTERY

COMPANY, INC.	\$500,000.00	Increase
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Contract No. B50003292 - Vehicle, Motorcycle, Generator and Lawn & Garden Batteries - Department of General Services - P.O. 526328

On January 29, 2014, the Board approved the initial award in the amount of \$700,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. Due to the underestimated anticipated utilization for the current contract term, an increase in the amount of \$500,000.00 is



AGENDA

BOARD OF ESTIMATES

05/31/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

This business is located in Baltimore City. The contract expires on October 22, 2017. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

21. NORRIS CHESAPEAKE

TRUCK SALES, LLC	\$110,000.00	Increase
Contract No. B50003731 O.E.M. Parts and Service for UD Trucks - Department of General Services - Fleet Management - P.O. No. P529066		

On October 8, 2014, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. The contract expires on October 7, 2017 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On August 19, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. There are no certified MBE/WBE vendors who provide these parts or services.

**MWBOO GRANTED A WAIVER.**

22. THE MELIOR GROUP, INC.	\$ 99,750.00	Increase
Contract No. B50003304 - Baltimore Citizens Planning Survey - Recreation and Parks, Department of Finance - P.O. No. P527574		

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On June 11, 2014 the Board approved the initial award in the amount of \$165,485.00. The award contained one 2-year renewal option. The Department of Recreation and Parks desires to engage The Melior Group, Inc. to incorporate the voices of residents so that City residents' issues, interests and concerns are addressed in the Department's long term strategic planning effort. This increase in the amount of 99,750.00 will allow the Department to immediately begin the survey effort, rather than completing a separate procurement for services already under contract for other City survey requirements. The contract expires on June 10, 2018, with one 2-year renewal option remaining.

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

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 0% MBE AND 5% WBE.**

The Melior Group, Inc.

	<u>Commitment</u>	<u>Performed</u>
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**MBE:** N/A

<b>WBE:</b> Maryland Reprographic, Inc.	5%	\$5,995.00 5%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**



**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

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

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

	<u>Commitment</u>	<u>Performed</u>	
<u>K &amp; K Adams, Inc.</u>			
<b>MBE:</b> K & K Adams, Inc.	35.9%	\$1,148,292.34	35.9%
JJ Adams Fuel Oil Co. LLC	5.0%	189,332.26	5.9%
Spence Trucking, Inc.	8.0%	0	
Solomon's Termite & Pest Control	1.0%	9,715.00	0.3%
	<b>49.9%</b>	<b>\$1,347,339.60</b>	<b>42%</b>
<b>WBE:</b> Ball & Breckenridge Trucking, Inc.	4.9%	\$ 164,602.00	5.1%
The Dirt Express Company	6.0%	0	
	<b>10.9%</b>	<b>\$ 164,602.00</b>	<b>5.1%</b>

Per contracting agency. The Dirt Express Company was not used due to emergency and public safety hazardous responses.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

24. BEWEGEN TECHNOLOGIES, INC.

\$ 600,000.00

Increase

Contract No. B50004211 - The Design, Installation, Operation and Maintenance of a Bike Share System for the City of Baltimore - Department of Transportation - P.O. No. P 534939

On March 16, 2016, the Board approved the initial award in the amount of \$2,361,320.20. Subsequent actions have been approved. An increase in the amount of \$600,000.00 is necessary to pay the Operating Costs for the next four quarters of the system operation. This increase in the amount of \$600,000.00 will make the award amount \$3,011,320.20. The contract expires on March 15, 2021. The above amount is the City's estimated requirement.

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BOARD OF ESTIMATES

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

The funding was provided by a federal grant and the DBE goals were set at 0%.

25. SICO AMERICA, INC.	\$ 23,858.44	First Amendment and Increase
Solicitation No. 08000 - Replace Staging Equipment at the Baltimore Convention Center - P.O. No. P538210		

The Board is requested to approve and authorize execution of the First Amendment with Sico America, Inc.

On January 12, 2017, the City Purchasing Agent approved an agreement with SICO America, Inc. to provide staging equipment to the City. The period of the agreement is January 11, 2017 through January 12, 2018. The First Amendment will add four 1-year optional renewal terms to be exercised at the sole discretion of the City commencing immediately following the conclusion of the initial term.

This amendment will also allow the City to purchase SICO America stage replacement parts and equipment from the Contractor on an as-required and as-needed basis, which includes repair and maintenance services. The increase is needed for the additional services and replacement parts. 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 practical to obtain competitive bids. Therefore, pursuant

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

to Article VI, §11 (e) (i) of the City Charter, the procurement of the equipment and/or services is recommended.

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

26. <u>WERRES CORPORATION</u>	\$ 25,575.52	Low Bid
Solicitation No. B50004980 - Enclosed Golf Carts - Department of General Services - Req. No. R758065		

27. <u>SHI INTERNATIONAL</u>	\$3,000,000.00	Selected Source/
<u>CORP.</u>		Agreement
Contract No. 06000 - Oracle Maintenance and Renewals Agreement - BPD, DGS, DPW, DOT, MOIT, etc. - Req. No. TBD		

The Board is requested to approve and authorize execution of the Amendment with SHI International Corp. The period of the agreement is effective upon Board approval for five years.

SHI International Corp. will provide Oracle products, software renewals, licenses, maintenance, and technical support for the City's existing Oracle system platforms used by various agencies. The vendor has a platinum partnership with the software manufacturer, Oracle, to provide the highest level of support required.

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

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

AGENDA

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MWBOO GRANTED A WAIVER.**

28. CCG SYSTEMS, INC.	\$ 55,202.23	Sole Source/ Agreement
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Contract No. 08000 - FASTER Maintenance Agreement -  
Department of General Services, Fleet Management - Req. No.  
R753913

The Board is requested to approve and authorize execution of the FASTER Software Maintenance & Support Agreement with CCG Systems, Inc. The period of the agreement is March 01, 2017 through February 28, 2018.

This award is requested on a sole source basis. These proprietary support services are only available from the owner of the software, and are not available from subcontractors.

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

(The FASTER Software Maintenance & Support Agreement has been approved by the Law Department as to form and legal sufficiency.)

29. FERNO WASHINGTON, INC.	\$ 40,655.25	Sole Source
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Contract No. 08000 - Stretchers - Fire Department - Req. No.  
R763300

The vendor, Ferno Washington, Inc. is the manufacturer and sole authorized distributor of the custom stretchers currently used

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

by the Fire Department. The Fire Department is required to maintain continuity of operations, training, and compatibility with current existing equipment.

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

The above amount is the City's estimated annual requirement for stretchers; however, the vendor shall supply the City's entire requirement, be it more or less.

30. SCHREIBER TRANSLATIONS,  
INC.

N/A

Extension

Maryland State Contract Number 050B3400002 - Statewide Language Interpretation Services (Written) - Mayor's Office, Department of Transportation, Health Department - P.O. No. P521506

The initial award was approved on October 01, 2012. The contract was competitively bid by the Maryland State Department of Budget and Management. The City is currently utilizing the Maryland State Contract for translation services.

The State has extended its contract through February 28, 2018. Therefore, an extension is being requested to continue translation services for various City agencies until a new contract is awarded by the State. The requested action is an extension of a competitively bid requirements contract. The above amount is the City's estimated requirement.

EXTRA WORK ORDERS

\* \* \* \* \*

The Board is requested to approve the  
Extra Work Orders  
as listed on the following pages:

147 - 152

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

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

AGENDA

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EXTRA WORK ORDERS

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

Department of Public Works/Office of Engineering & Construction

1. EWO #006, \$400,000.00 - S.C. 882, Enhanced Nutrient Removal at the Back River Waste Water Treatment Plant Project 2 - Activated Sludge Plant No. 4  


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\$284,564,665.00 \$566,039.77 Archer Western - -  
Contractors, LLC

Sanitary Contract No. 882 includes new storm sewer installation below Willis Avenue to drain new sediment traps built to manage runoffs created by the project. During test-pitting, existing utility conflicts were discovered in the area where the new storm pipe crosses Willis Avenue. The design engineer has revised the drawings to avoid the existing utilities and provide a clear route to the drain pipe. This redesign added costs for changed materials and labor. The Contractor has been directed to proceed on a time and material basis with hours and costs tracked by the on-site Office of Engineering and Construction Inspector. This work is expected to begin in the summer of 2017, with an approximate duration of 60 days.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. EWO #006, \$0.00 - S.C. 857, Chlorination/Dechlorination Facilities Process Conversion at the Patapsco Waste Water Treatment Plant  


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\$12,714,000.00 \$103,648.58 The Whiting Turner 133 98%  
Contracting Co., CCD  
Inc.

This is the first time extension and will increase the contract duration time five months. The new completion

AGENDA

BOARD OF ESTIMATES

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EXTRA WORK ORDERS

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

Department of Public Works/Office of Engineering & Construction

date will be June 27, 2017.

The Office of Engineering Construction is requesting this extra work because, this project was put on hold for several years after completion of design due to Fru-Con Construction (Contractor for another project in the same plant location) having to perform work in the chlorination/dechlorination facility.

During construction, a number of changed field conditions (including further deterioration) were discovered at the facilities which required additional work to be completed by the contractor. The additional work included: demolition and removal of damaged existing bisulfite piping, replacement of leaking underground hypochlorite line, installation of fiber optic cable, the repair of electrical conduit which was damaged during excavation for an unloading pad (a conduit line that was not shown in the contract drawings or as-builts), additional roof repairs for the dechlorination building during new work on roof, and light pole replacement for Chlorine Contact Chambers No. 1, which was extremely damaged by weather and chemicals.

Also, during construction, the newly installed equipment and control panels were damaged due to a water pump failure located on the lower level. The pump's coupling disassembled in the same area as the newly installed equipment causing severe flooding and damage in the High Pressure Effluent Water building. The lower level was pumped out and cleaned to assess damages and it was determined that the new equipment needs to be repaired and the new control panels need to be relocated to the upper level to avoid a recurrence of such an incident.

AGENDA

BOARD OF ESTIMATES

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EXTRA WORK ORDERS

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

Department of Public Works/Office of Engineering & Construction

The Department is requesting the 133 continuous calendar day time extension in order to complete the project. Based on the analysis performed by the Office of Engineering & Construction, this was acceptable. No additional funds are being requested and the \$276,670.00 cost of this time extension will be paid out of contingent bid allowance. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given to the Department.

The extra work order is in the original scope of the work and was requested by the Contractor. The scope of the construction project includes: the provision of new temporary liquid sodium bisulfite system for dechlorination; the provision of a new permanent liquid hypochlorite and liquid bisulfite system; and civil and utility work on the plant.

MBE/WBE PARTICIPATION:

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code. The goals of this project are 8% MBE goals and 2% WBE goals.

Department of Transportation/Engineering & Construction Division

- 3. EWO #006, (\$500.00) - TR 14009, Conduit System Reconstruction at Various locations, Citywide  

\$2,651,455.00	\$6,713,575.00	Highlander Con-	180	44.9%
		tracting Co.,	days	
		Inc.		

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**EXTRA WORK ORDERS**

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

Department of Transportation/Engineering & Construction Division

This authorization is requested on behalf of the Department and includes a 180-day non-compensational time extension, due to time spent completing several Department-assigned urgent need projects (i.e. Mulberry Street, Cathedral Street sinkholes and assisting the Department of Recreation and Parks with signal intersection work). Additionally, on July 13, 2016, the Board approved EWO #005, where the Department intended to replace the poorly conditioned electrical duct system along Monroe Street from Washington Boulevard to Pratt Street. However, the BGE acknowledged some internal issues that would need to be resolved before the Monroe Street project could commence. Upon the discovery of this condition, the Department decided to postpone the planned work for Monroe Street because it would require a modification in the quantity of construction line items in the contract.

While issues were being resolved by the BGE, the Department planned for conduit duct bank restoration and/or repair of damaged, unusable, unoccupied duct banks at three locations: 1.) Park Heights from Cold Spring Lane to Oakford Avenue; 2.) Park Heights Avenue from Oakford Avenue to Wylie Avenue; and 3.) North Avenue from Hilton Parkway to Milton Avenue that would optimize the use of existing line items until the zero cost change is executed. The Board has approved five previous time extensions for a total of 870 days, which resulted in a completion date of June 22, 2017. This sixth request for a time extension of 180 non-compensable days will result in a completion date of December 18, 2017, thereby allowing the time to complete all of the aforementioned work.

AGENDA

BOARD OF ESTIMATES

05/31/2017

EXTRA WORK ORDERS

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

Department of Transportation/Engineering & Construction Division

The \$500.00 credit results from the additional work referenced in the explanation above, in the amount of \$1,692,000.00, offset by the cost of work not performed as a result of the BGE delay, in the amount of \$1,692,500.00.

- |    |  |             |                   |   |   |
|----|--|-------------|-------------------|---|---|
| 4. | EWO #008, (\$3,354.46) - TR 04306, Resurfacing Caton Avenue from Benson Avenue to Frederick Avenue |             |                   |   |   |
|    | \$1,091,699.25   | \$51,254.90 | M. Luis Construc- | - | - |
|    |  |             | tion Co., Inc.    |   |   |

This authorization is necessary for payment of overrun items, deduction of amounts not needed due to underrun or not used items, and to balance out the contract.

DBE PARTICIPATION:

The Contractor will comply with Title 49 of the Federal Regulation Parts (CFR26) and the DBE goal of 25% established in the original contract.

- |    |   |                |                     |   |     |
|----|---|----------------|---------------------|---|-----|
| 5. | EWO #002, \$509,503.00 - TR 13321, Downtown Bicycle Network |                |                     |   |     |
|    | \$2,849,822.40  | \$1,064,266.27 | P. Flanigan & Sons, | - | 25% |
|    |   |                | Inc.                |   |     |

This authorization is a request by the Department for additional milling and paving. The paving has been requested to repair utility cuts and improve the roadway surface. The surface improvement is needed prior to the new lane striping and bike configuration. Without the additional paving, the new lane configuration would have created

AGENDA

BOARD OF ESTIMATES

05/31/2017

EXTRA WORK ORDERS

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

Department of Transportation/Engineering & Construction Division

a maintenance and safety issue for the Department's Maintenance Division. The total paving equals 2.76 lane miles on five city streets. This Change Order will be 100% locally funded.

An Engineer's Certificate of Completion has not been issued.

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$270,597.99 MVR	9950-902627-9528 Constr. Reserve Park Circle Inter- section Improvements	
225,000.00 MVR	9950-902187-9528 Constr. Reserve Maryland Avenue Modifications	
64,855.31 <u>GF</u>	9950-928011-9528 Constr. Reserve Red Line	
<b>\$560,453.30</b>	-----	9950-905190-9527-2 Contingencies Downtown Bicycle Network

This transfer will fund the costs associated with Change Order No. 2 for Project TR 13321, Downtown Bicycle Network, with P. Flanigan & Sons, Inc.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Bureau of the Budget and                    - Appropriation Adjustment  
Management Research (BBMR)            Order No. 67, Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a grant award from the Governor's Office of Crime Control and Prevention to the Office of the State's Attorney for Baltimore City, Service 115, Prosecution of Criminals. The period of the grant award is April 1, 2017 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$10,200.00

No appropriation adjustment action is required. The appropriation will be placed in the State fund, detailed fund 503517.

**BACKGROUND/EXPLANATION:**

The funds will be used to purchase bus passes and bus tokens for both current and new defendants enrolled in the AIM to B'More program. AIM to B'More is a three-year diversion program for first-time, non-violent felony drug offenders that includes community service, education, job training, and employment assistance. Transportation has been a significant barrier for many of the AIM to B'More defendants, especially during the first few months they are enrolled in the program.

The majority of the defendants enter the program without a job, having previously relied on drug dealing to earn money. During the first few months of the program, the defendants must travel frequently to job training and GED classes, meeting with their mentors and Probation Agent, community service, and more. Providing bus passes for defendants during this time will increase compliance with the program's requirements and expedite the pro-

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

BBMR - cont'd

cess of securing paid employment. The distribution and use of the bus passes will be closely monitored by the program's staff.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works/ - Employee Expense Reports  
Bureau of Water and Wastewater

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

1. **JOSEPH PRYOR\*** **\$100.00**

Account: 2070-000000-5501-396801-603020  
December 2016 - Exam and Certification

2. **KENNY L. MACK** **\$ 50.00**

Account: 2070-000000-5501-630001-603020  
December 2016 - Certification

3. **ANTHONY WORTHAM** **\$ 50.00**

Account: 2070-000000-5501-396801-603020  
December 2016 - Certification

4. **LOIS A. HEFLIN** **\$ 50.00**

Account: 2071-000000-5521-632440-603020  
December 2016 - Certification

Certain managers and employees are required to be certified by the State of Maryland, Department of the Environment (MDE). \*Managers' fees are different from employees' fees.

This request is late because there is a lengthy process before employees take the actual exam and the exam may take as long as 40 days before certifications are received.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

Department of Public Works/ - cont'd  
Bureau of Water and Wastewater

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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BOARD OF ESTIMATES

05/31/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Information Technology</u>			
1. Samantha Luckhardt	ESRI User Conference San Diego, CA July 9 - 14, 2017 (Reg. Fee \$0.00)	General Funds	\$1,894.21

The transportation costs of \$587.96 was prepaid using City-issued credit card assigned to C. Baker. Therefore, the disbursement to Ms. Luckhardt is \$1,306.25.

Baltimore Police Department

2. Jo Anne Wallace	Site Visit with LAPD Homeless Outreach Team Los Angeles, CA June 4 - 9, 2017 (Reg. Fee \$0.00)	General Funds	\$2,297.46
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The subsistence rate for this location is \$222.00 per night. The cost of the hotel is \$251.10 per night plus taxes of \$39.40 per night. The Department is requesting additional subsistence of \$29.10 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The transportation costs of \$584.97 was prepaid using City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Ms. Wallace is \$1,712.49.

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BOARD OF ESTIMATES

05/31/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
3. Catherine E. Pugh	Yale Mayor's College and Yale CEO Summit Manhattan, NY June 8 - 9, 2017 (Reg. Fee \$0.00)	General Funds	\$1,020.69

The subsistence rate for this location is \$341.00 per night. The cost of the hotel is \$625.00 per night and the hotel tax is \$95.69 per night. The Department is requesting additional subsistence of \$284.00 to cover the cost of the hotel, plus hotel taxes of \$95.69 and \$40.00 for meals and incidentals.

The train fare in the amount of \$200.00, hotel cost of \$625.00, hotel taxes of \$95.69 were prepaid using a City-issued procurement card assigned to Renee Newton. Therefore, Ms. Pugh will be disbursed \$100.00.

4. Afra Vance-White	Yale Mayor's College and Yale CEO Summit Manhattan, NY June 8 - 9, 2017 (Reg. Fee \$0.00)	General Funds	\$ 963.31
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The subsistence rate for this location is \$341.00 per night. The cost of the hotel is \$575.00 per night and the hotel tax is \$88.91 per night. The Department is requesting additional subsistence of \$234.00 to cover the cost of the hotel, plus hotel taxes of \$88.91 and \$40.00 for meals and incidentals.

AGENDA

BOARD OF ESTIMATES

05/31/2017

TRAVEL REQUESTS

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

The train fare in the amount of \$200.00, hotels costs of \$575.00, and hotel taxes of \$88.91 were prepaid using a City-issued procurement card assigned to Renee Newton. Therefore, Ms. Vance-White will be disbursed \$100.00.

Department of Transportation

5. Adrienne Barnes	2017 National Meeting & Training Conference - Conference of Minority Transportation Officials (COMTO) Detroit, MI July 16 - 20, 2017 (Reg. Fee \$750.00)	General Funds	\$2,129.30
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The subsistence rate for this location is \$176.00 per night. The cost of the hotel is \$189.00 per night and the hotel taxes are \$28.35 per night. The dates of the conference are July 14-18, 2017. The sponsor, COMTO, has requested that Ms. Barnes remain on-site an additional 2-3 days after the close of the conference to debrief and begin preliminary planning for the 2018 conference.

The Department is requesting additional subsistence in the amount of \$13.00 per day to cover the costs of the hotel and \$40.00 per day for meals and incidentals. The registration was pre-paid on a City-issued credit card assigned to Dharendra Sinha. Therefore, Ms. Barnes will be disbursed \$1,379.30.

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BOARD OF ESTIMATES

05/31/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Public Works</u>			
6. Rudolph S. Chow	American Water Works Association 2017 Annual Conference & Exposition Philadelphia, PA June 10 - 11, 2017 (Reg. Fee \$0.00)	General Funds	\$ 400.75

The subsistence rate for this location is \$252.00 per night. The cost of the hotel is \$219.00 per night and the hotel tax is \$33.95 per night.

The Department is requesting additional subsistence in the amount of \$7.00 to cover the costs of meals and incidentals. Since the Philadelphia-Marriott Downtown Hotel charges \$53.90 per day for parking, the Department is requesting additional subsistence in the amount of \$47.80 to cover the cost of parking. Therefore, Mr. Chow will be disbursed \$400.75.

Department of Public Works/Office of Fiscal Management

7. Troy Brogden	2017 NABA National Convention & Expo New Orleans, LA June 6 - 10, 2017 (Reg. Fee \$1,175.00)	General Funds	\$2,295.36
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The subsistence rate for this location is \$192.00 per day. The hotel cost is \$184.00 per night, plus hotel taxes of \$28.98 per day, and an occupancy tax of \$2.00 per day. The Department is requesting additional subsistence in the amount of \$32.00 per day for meals and incidentals.

**AGENDA**

**BOARD OF ESTIMATES**

**05/31/2017**

**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
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Department of Public Works/Office of Fiscal Management - cont'd

The Department had an airfare credit of \$160.52 which decreased the airfare to \$40.44. The airfare in the amount of \$40.44 and registration fee in the amount of \$1,175.00 were prepaid by a City-issued procurement card assigned to Ms. Lyque O'Connor. Therefore, the amount to be disbursed to Mr. Brogden is \$1,079.92.

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**