

NOTICES :

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

- a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.
- b. Protests.
 1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.
 2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.
 3. The written protest shall include:
 - a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;
 - b. A narrative description of the issues and facts supporting the protest; and
 - c. A description as to how the protestant will be harmed by the proposed Board action.
 - d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

NOTICES - cont'd

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c) must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.
2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's web site and the Secretary to the Board's web site.

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

NOTICES - cont'd

2. THE BOARD OF ESTIMATES IS SCHEDULED TO BE IN RECESS AT 9:00 A.M. AND 12:00 NOON ON AUGUST 14, 2019.

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BOARD OF ESTIMATES' RECESS
AUGUST 14, 2019

THE BOARD OF ESTIMATES WILL NOT RECEIVE OR OPEN BIDS ON AUGUST 14, 2019. THE BOARD OF ESTIMATES WILL RECONVENE ON AUGUST 21, 2019.

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THE BOARD OF ESTIMATES' SUBMISSION DEADLINE FOR THE
AUGUST 21, 2019 BOARD OF ESTIMATES' AGENDA IS
THURSDAY, AUGUST 8, 2019 BY 12:00 P.M.

BOARD OF ESTIMATES' AGENDA - AUGUST 7, 2019

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

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

BMW Construction Specialists, Inc.	\$ 2,000,000.00
Cossentino Contracting Co., Inc.	\$ 8,000,000.00
Freyssinet, Inc.	\$63,670,000.00
Milton Electric Co. Inc.	\$ 1,500,000.00
Mo Construction, Inc.	\$ 1,500,000.00
Sunrise Safety Services, Inc.	\$ 1,500,000.00
Titan Industrial Services, Inc.	\$98,040,000.00

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:

CV, Inc.	Landscape Architect Engineer Land Survey
ECO Integration, Inc.	Engineer
Environmental Systems Analysis, Inc.	Landscape Architect
Forella Group, LLC	Architect

AGENDA

BOARD OF ESTIMATES

08/7/2019

BOARDS AND COMMISSIONS - cont'd

Jerryn J. McCray, Architect	Architect
Lardner/Klein Landscape Architects, P.C.	Landscape Architect
Levin/Brown & Associates, Inc.	Architect
MK Consulting Engineers, L.L.C.	Landscape Architect Engineer
RMF Engineering, Inc. P.C.	Engineer
RRMM Architects, PC	Architect
Smolen-EMR-Ilkovitch Architects, Inc.	Architect
The Wilson T. Ballard Company	Engineer Land Survey
Toole Design Group, LLC	Landscape Architect Engineer
Waldon Studio, Architects & Planners, PC	Architect
Zest LLC	Engineer

AGENDA

BOARD OF ESTIMATES

08/7/2019

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by Dolly Davis, Plaintiff against the Mayor and City Council of Baltimore and Lexington Market, Inc. ("LMI").

AMOUNT OF MONEY AND SOURCE:

\$155,000.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The Plaintiff alleges that a defective condition in the parking lot of Lexington Market caused her to trip and fall, causing serious injuries.

On August 18, 2017, the Plaintiff, then 73-years old, was walking from the parking pay station across the lot of Lexington Market to her car. As she crossed the lot, she tripped on cracked/broken asphalt, landing on her outstretched arms. As a result of her fall, she sustained serious bodily injuries, including to her right shoulder, which required surgery to repair a torn rotator cuff.

In order to resolve this litigation economically and to avoid the expense, time, and uncertainties of further protracted litigation, the parties have agreed to a payment to Ms. Davis of \$155,000.00, for complete settlement of the case, including attorney's fees. In return, the Plaintiff has agreed to dismiss and release all claims against the City and LMI, and their employees, agents and representatives.

Based on a thorough review of the circumstances surrounding the incident and the availability of defenses to this claim by the Settlement Committee of the Law Department, it is recommended that the Board of Estimates approve the settlement of this case as in the best interest of the City.

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

08/7/2019

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Deed with Two Farms, Inc., for the closing of Eastbourne Avenue and a 10-foot alley and to convey a former bed of Eastbourne Avenue and a 10-foot alley all its interests in certain parcels of land known as the former bed of Eastbourne Avenue, extending westerly 284 ft., more or less, from a 10-foot alley, to the westernmost extremity of it-10-foot alley, extending westerly 56.4 feet, more or less, from Elrino Street and no longer needed for public use.

AMOUNT OF MONEY AND SOURCE:

\$26,000.00

BACKGROUND/EXPLANATION:

On August 17, 2017, the City entered into a closing agreement with Two Farms, Inc., to close and acquire a former bed of Eastbourne Avenue. The proposed street closing and conveying will allow Two Farms, Inc., (The parent organization of Royal Farms) to consolidate lots and renovate an existing Royal Farms Store.

The closing and sale were authorized by means of Sales Ordinance Nos. 18-173 and 18-157 both approved on June 8, 2018. The street closing process is intricate and involves public notice and other procedures before the deed can be prepared for submission to the Board for approval.

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

AGENDA

BOARD OF ESTIMATES

08/7/2019

Space Utilization Committee - Transfer of Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve the transfer of jurisdiction for the property located at SS 25 ft. alley 1st S. of Federal Street (Block 1488, Lot 47) from the inventory of the Department of Real Estate to the inventory of the Department of Housing and Community Development.

BACKGROUND/EXPLANATION:

At the request of the Department of Housing and Community Development, the lot will be adopted by the Fort Washington Inspire Elementary School project. It will be used as open space for the use of the school.

The Space Utilization Committee approved this transfer of jurisdiction at its meeting on July 23, 2019.

AGENDA

BOARD OF ESTIMATES

08/7/2019

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with Baltimore International Academy, Inc., Tenant, for the rental of the property known as 4300 Sidehill Road (formerly known as Rognel Heights Elementary School), containing 2.89 acres, which has a floor area of 108,910 sq. ft. The period of the lease is effective upon Board approval for five years, with the right to renew for three five-year periods.

AMOUNT OF MONEY AND SOURCE:

The annual rent shall be \$1.00, if demanded

BACKGROUND/EXPLANATION:

The leased premises will be used as a Charter School operated by the Baltimore International Academy, Inc., for students in Kindergarten through 8th grade.

During Years 1 and 2, the City will provide up to \$25,000.00 per year (or \$50,000.00) in capital improvements for the building provided Tenant provides a written request for the work within the 24 month time frame and includes an explanation of need to be reviewed by the Department of General Services. Any work above the \$50,000.00 limit will be the responsibility of the Tenant.

The Tenant accepts the premises "as is", and is responsible for building structural defects, foundation, roof, walls, gutters, downspouts, air conditioning, ventilating & heating systems, water, and electric supply lines. The Tenant will paint the interior and exterior, is responsible for ADA compliance, perform routine maintenance and emergency maintenance of existing doors. The Tenant is also responsible for liability insurance, telephone/computer services and will not keep gasoline or other flammable, ignitable or explosives on the leased premises. The Tenant is responsible for capital improvements, maintenance and repairs and upkeep of the outside playground area of F Lot 16. The Tenant is responsible for all equipment, licenses, janitorial

AGENDA

BOARD OF ESTIMATES

08/7/2019

Space Utilization Committee - cont'd

services, maintenance, utilities, snow removal, trash removal, and security. The Tenant has an option to purchase at any time, if no event of default exists.

The Tenant will exercise its option to purchase by tendering notice not less than 180 days prior to the termination date of this Lease. The purchase price will be the "Fair Market Value" as determined by an appraisal based on comparable sales as of the date of Board approval of this Lease Agreement.

The Department requests a waiver of the City's Appraisal Policy, which requires negotiations to begin six months of the date of the appraisal report because the improvements on the property are not in existence at this time.

The Space Utilization Committee approved this Lease Agreement on June 25, 2019.

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

AGENDA

BOARD OF ESTIMATES

08/7/2019

Mayor's Office of Immigrant Affairs - Safe Network Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Safe Network Agreement with the Vera Institute of Justice, Inc. The period of the agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$150,000.00 - 1001-000000-1250-775700-603051

BACKGROUND/EXPLANATION:

Since 2018, Baltimore City has been a member of the SAFE (Safety and Fairness for Everyone) Network, a diverse group of local jurisdictions from around the country committed to due process and access to legal representation. Convened by the Vera Institute of Justice, Inc. SAFE Network facilitates the provision of universal representation to localities seeking to expand legal services to its residents. As a result, Vera Institute of Justice, Inc., will be awarded funds from the City of Baltimore as a grant to subcontract to Capital Area Immigrants' Rights Coalition, a legal service non-profit qualified to do business and is in good standing in the State of Maryland.

MBE/WBE PARTICIPATION:

The funds are for staffing, therefore, there is no opportunity to segment.

MWBOO GRANTED A WAIVER ON JULY 5, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

08/7/2019

Department of General Services (DGS) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Strong City Baltimore, Inc. The period of the agreement is effective upon Board approval for 36 months.

AMOUNT OF MONEY AND SOURCE:

\$246,900.00 - 1001-000000-1981-194700-603026

BACKGROUND/EXPLANATION:

This agreement will provide for three Fellows to work with the Fiscal and Strategic Management Division. The Fellows will work under the supervision of the lead for intra-agency process improvement. They will provide support for various critical agency-wide functions and projects central to the Department of General Services.

The Fellows areas of responsibility and projects will include, public private pipeline development for the agency, implementation of asset management best practices, and development and implementation of a data governance program and standards for the DGS operational metrics.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

08/7/2019

Mayor's Office of Minority and Women-Owned Business Development - Transfer of Funds

ACTION REQUESTED OF B/E:

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

AMOUNT OF MONEY AND SOURCE:

From: \$225,000.00 - 1001-000000-1250-775600-603051
7,700.00 - 1001-000000-1250-775600-603022
To: **\$232,700.00** - 221-00 - MOWBD - Baltimore Main Street

BACKGROUND/EXPLANATION:

The Mayor's Office of Minority and Women-Owned Business Development requests approval to transfer funds from the City's General Fund to the BCF on behalf of the Baltimore Main Streets Coordinating Program (Program). This funding is to support transactions related to the operations of the Program. The Baltimore Development Corporation previously administered the Program, but as of July 1, 2017, the Mayor's Office of Minority and Women-Owned Business Development became the administrator of the Program. As part of the transition to the Mayor's Office of Minority and Women-Owned Business Development, the BCF was selected to serve as the fiscal agent for the Program.

The funds will be dispersed by the BCF to provide:

- i. each designated 501 (c)(3) organizations on a quarterly basis, following the receipt and review of a quarterly reports which details Baltimore Main Streets related work performed by the organization, for the period which commenced on July 1, 2019 and ends on June 30, 2020;
- ii. payment towards any dues and/or miscellaneous fees associated with being a member of the National Main Streets Program; and
- iii. staffing, web-hosting, Main Street district training and technical assistance services.

AGENDA

BOARD OF ESTIMATES

08/7/2019

Mayor's Office of Minority and - cont'd
Women-Owned Business Development

The funding was previously transferred to BCF, as fiscal agent for the Program, for fiscal years 2018 and 2019. The Mayor's Office of Minority and Women-Owned Business Development now wishes to transfer funds to the BCF to serve as fiscal agent for the Program for fiscal year 2020.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

8/7/2019

Mayor's Office of Children - Community Services Block
and Family Success Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Community Services Block Grant Agreement with the Maryland Department of Housing and Community Development. The period of the Community Services Block Grant Agreement is October 1, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$2,474,321.00 - 5000-586220-1191-607200-404001

BACKGROUND/EXPLANATION:

The Mayor's Office of Children and Family Success, formerly the Mayor's Office of Human Services has been awarded funds under the Community Service Block Grant Award (CSBG) program operated by the Maryland Department of Housing and Community Development. Through the CSBG, the City will operate the Community Action Partnership Program to provide assistance to low income individuals and families in the City of Baltimore.

MBE/WBE PARTICIPATION:

N/A

The Community Services Block Grant Agreement is late because of delay in receiving the grant agreement from State Government.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Mayor's Office of Homeless Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Project PLASE, Inc. The period of the agreement is July 1, 2019 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 70,720.92 - 1001-000000-3572-780400-603051

BACKGROUND/EXPLANATION:

Project PLASE, Inc. will utilize the funds to provide rental assistance to 13 individuals and/or families in Baltimore City who are experiencing homelessness. The goal of the project is to increase housing stability and enhance self-sufficiency so clients do not return to a homelessness status.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Baltimore Police Department - First Amendment Consultant Agreement

The Board is requested to approve and authorize execution of the First Amendment to Consultant Agreements (First Amendment). The First Amendment will extend the period through June 30, 2021.

1. **BRIAN J. HORTON** **\$160,000.00**
2. **EARL MAISEL** **\$160,000.00**

Account: 1001-000000-2003-195500-603026

Messrs. Horton and Maisel will continue to provide the expert polygraph services required by the Department.

The Maryland Police and Correctional Training Commissions require that every applicant for the position of police officer or as needed basis of any sworn officials as a tool used in the vetting process of the Department undergo a polygraph examination before completing the hiring process.

Currently, the Department utilizes the services of two independent, contractual consultants, who are qualified, expert Polygraph Examiners.

On July 11, 2018, the Board approved the original Consultant Agreement, which provided that the total compensation would not exceed \$80,000.00.

This First Amendment will increase the amount to \$160,000.00 to allow the consultants to continue providing services to the Department.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

TRANSFER OF FUNDS

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

16 - 17

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing & Community Development</u>		
1. \$1,000,000.00	9910-923019-9587	
	3 rd Community	Baltimore Homeowner-
	& Economic	ship Incentive
	Development	(Reserve)
	Bonds	
\$ 250,000.00	-----	9910-903292-9588
		Baltimore City Employee
		Program
150,000.00	-----	9910-903294-9588
		Buy Into Baltimore
300,000.00	-----	9910-905290-9588
		Live Near Your Work
		Program
<u>300,000.00</u>	-----	9910-907109-9588
		Booster Program V2V
\$1,000,000.00		

This transfer will provide funds for the Homeownership Incentive Program for fiscal year 2020.

2. \$1,393,793.64	9980-918989-9587	9980-915410-9593
Community	Loan Repayment	East Baltimore
Development	(Reserve)	Development Initiative
Block Grant 45		108

This transfer will provide appropriation authority for the repayment on the HUD Section 108 loan for fiscal year 2020.

AGENDA

BOARD OF ESTIMATES

8/7/2019

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
3. \$2,900,000.00	9962-932007-9563	9962-926020-9562
Others	Construction Reserve	Structure & Improvements
	Conduit Construction	Central at Ave. Br.
		Conduit

This transfer will cover the deficit and move the funds for the difference for the conduit share of the project, "Central Avenue Bridge Conduit."

4. \$ 291,659.23	9962-932007-9563	9962-914059-9562
Others	Construction Reserve	Structure & Improvements
	Conduit Construction	Dundalk Ave. - Conduit

This transfer will cover the deficit of the project, "Dundalk Avenue - Conduit."

Department of Recreation & Parks

5. \$ 25,000.00	9938-904126-9475	9938-907740-9474
General Funds	Park Trail Network	Jones Falls Greenway
	(Reserve)	Phase V
		(Active)

This transfer will provide funds to cover the costs associated with construction fees from MD State Highway Administration for Jones Falls Trail - Phase V, TR 11319.

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Human Resources - Group Sales Agreement for Police Sergeant Promotional Examination

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Group Sales Agreement with OTO Development, LLC d/b/a Hampton Inn & Suites, Baltimore Inner Harbor. The Board is also requested to approve the payment, by expenditure authorization, of airfare, per diem, and ancillary expenses for 33 subject matter experts that will administer the examination. The period of the agreement is August 25, 2019 through August 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 11,340.00	Rental of Baltimore Convention Center Room Rate 4 Ballrooms @ \$3,150.00 per room per day @ 1 day (\$3,150.00 x 4) = \$12,600.00 @ a *10% discount *(for multiple event bookings - Police Sgt. & Police Lt.)
25,064.55	Hampton Inn & Suites Downtown Baltimore Inner Harbor: Mon. Aug. 26th - Fri. Aug. 30th Oral Examination Overnight Guestrooms Sun. August 25th - Sat. August 31st 35 rooms x 6 nights x \$109.00 net rate = \$22,890.00 \$22,890.00 x 9.5% occupancy tax = \$2,174.55
7,161.30	Exam/Interview Rooms (converted guestrooms) Tues. August 27th - Fri. August 30th 15 rooms x 4 days x \$109.00 net rate = \$6,540.00 \$6,540.00 x 9.5% occupancy tax = \$621.30
7,350.00	Valet Sun. August 25th - Sat. August 31st 35 cars x 6 nights x \$35 per day

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Human Resources - cont'd

3,050.00	Training/Registration Room Mon. August 26th – Fri. August 30 (Mon. 8/26 = 40 pp.)/(Tues. 8/27 – Fri. 8/30 20 pp. @ a time) \$500 rental x 1 day x 5 days = \$2,500 \$2500 + 22% service fee \$550.00
1,090.62	Hospitality Suite/Break Room Tues. August 27th – Fri. August 30th \$249.00 rental x 4 days = \$996.00 \$996.00 + 9.5% service fee = \$94.62
290.36	Coffee Service & Light Snacks (training day) Mon. August 26th 40 attendees x \$5.95 per person x 1 day = \$238.00 \$238.00 + 22% service fee = \$52.36
1,016.26	Coffee Service Beverage/Snack Break Tues. August 27th – Fri. August 30th 35 attendees x \$5.95 per person x 4 days = \$833.00 \$833.00 + 22% service fee = \$183.26
244.00	Audiovisual Equipment (training day) Mon. August 26th Screen & Projector Rental: \$200.00 x 1 day + 22% = \$44.00
24,750.00	Examiners' Airfare (Roundtrip): Thirty - three (33) examiners traveling from various locations @ \$750.00
16,401.00	Per Diem Meal Allowance Per Diem Rate - \$71.00 per day x 7 days = \$497.00 33 Examiners - \$497.00 x 33
6,600.00	Ancillary expenses - 33 Examiners x \$200.00 Each for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)

\$104,358.09 - 1001-000000-1603-172500-603026

AGENDA

BOARD OF ESTIMATES

8/7/2019

BACKGROUND/EXPLANATION:

The Police Sergeant promotional assessment is scheduled for August 26 – August 30, 2019. The examination occurs annually. The assessment includes written and oral exam components and is scheduled to take place on June 29, 2019 and August 26 through August 30, 2019, respectively. Fifty rooms will be necessary to administer the exam.

Thirty-five rooms will be rented for overnight accommodations for the 33 examiners and two assessment administrators. Fifteen rooms will be rented for administration of the exam. The rooms will be utilized for training of examiners, candidate interview preparation, for candidates to prepare responses to interview questions and to conduct panel interviews. The 2019 number of candidates who will be scheduled for the oral portion of the exam will not be available until after the written component, administered on June 29, 2019 at the Baltimore Convention Center is scored by the Department of Human Resources and the test vendor. A testing schedule for the oral exam will be created after July 31, 2019 and the number of testing days will be confirmed.

Room reservations for this function must be arranged many months in advance. The submitted Sales Agreement is based upon the maximum usage requirements, and may be reduced. Approval is also requested for other expenses such as travel (personal vehicle reimbursement, airfare, etc.) and meal allowance (per diem checks) for examiners.

Most examiners will arrive in Baltimore on Sunday, August 25, 2019. The oral component will begin on Monday, August 26, 2019 with training/orientation and run through Friday, August 30, 2019. Most examiners will depart the hotel the morning of Saturday, August 31, 2019, due to the length of testing on Friday and the distance back to their respective jurisdictions.

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Human Resources - cont'd

Due to the early start time and long working hours (between 6:30 AM and 10:00 PM each day); a beverage break will be made available to the examiners each morning. The estimated costs for hotel parking for the examiners (at the hotel) is also included as some examiners will have vehicles. Audio visual equipment which is required for training at the hotel is also included.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Transportation - Report to the Board on Emergency Repairs to the Bridge at Warren Road over Gunpowder Falls

ACTION REQUESTED OF B/E:

The Board is requested to Note the report and approve and authorize payment to Allied Contractors, Inc. for the emergency repairs to the Bridge at Warren Road over Gunpowder Falls.

AMOUNT OF MONEY AND SOURCE:

\$941,000.00 - 9960-915601-9557-900000-702064

BACKGROUND/EXPLANATION:

On April 10, 2019, an inspection of the bridge at Warren Road over Gunpowder Falls found the bridge to be structurally compromised, creating an imminent public safety issue. The bridge required immediate closure. The Department of Transportation prepared and implemented all detour requirements. The closure of the bridge had significant impacts to traffic.

On Thursday, April 11, 2019, the Director of Finance granted approval to the Department of Public Works to acquire a qualified contractor to perform the necessary repairs expeditiously. The City secured the services of Allied Contractors, Inc. under the Department of Transportation contract TR 17007, Structural Repairs on Bridges Citywide JOC 2. The total cost of the work is estimated to be \$941,000.00.

IT IS HEREBY CERTIFIED THAT PURSUANT TO ARTICLE VI, §11(e)(ii) OF THE CHARTER, THE EMERGENCY WAS OF SUCH A NATURE THAT THE PUBLIC WELFARE WOULD BE ADVERSELY AFFECTED BY AWAITING THE APPROVAL OF THE BOARD OF ESTIMATES PRIOR TO OBTAINING THE SUPPLIES, MATERIALS, SERVICES, OR PUBLIC WORK. ON APRIL 11, 2019, THE DIRECTOR OF FINANCE APPROVED THE REQUEST OF THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS TO PROCEED WITH THIS WORK.

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Transportation - cont'd

ITEM	DESCRIPTION	
105	Mobilization Lump Sum	\$69,000.00
401	Construction Labor 1600 Hrs. @ \$46.00	73,600.00
402	Materials for Preservation & Repairs Lump Sum	200,000.00
404	Semi-Skilled Labor 800 Hrs. @ 46.00	36,800.00
405	Equip. for Structure Preservation & Minor Rehab Lump Sum	200,000.00
406	Welder 2400 Hrs. @ \$100.00	240,000.00
407	Bridge Repair Foreman 800 Hrs. @ \$99.00	79,200.00
408	Skilled Labor 800 Hrs. \$53.00	42,400.00

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$603,568.69	9960-902070-9558	
Water Revenue Bond	Watershed Bridge Maintenance	
412,711.31	9960-902070-9558	
County Revenue	Watershed Bridge Maintenance	
<u>\$1,016,280.00</u>		
\$1,016,280.00	-----	9960-915601-9557-2 Extra Work

The transfer will cover costs of emergency work on Warren Road Bridge under TR 17007, Structural Repairs on Bridges Citywide JOC II. This emergency work was necessary for the continuation of BC 6510 Warren Road Bridge Replacement.

(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

8/7/2019

Department of Transportation - Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Memorandum of Agreement (MOA) with the Maryland Transit Administration (MTA) and the BaltimoreLink Capital Improvements. The period of the MOA is effective upon Board approval for five years. The MOA will automatically renew for two additional one-year periods at the end of the initial term.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 9950-905190-9527-000000-490358

BACKGROUND/EXPLANATION:

The BaltimoreLink is intended to be a complete overhaul and rebranding of the MTA's core transit system operating within Baltimore City and throughout the greater Baltimore region.

The goals of the project are to improve service quality and reliability, maximize access to high-frequency transit, strengthen connections between the MTA's bus and rail routes, align the transit network with existing and emerging job centers, and engage riders, employers, communities, and elected officials in the planning process.

Capital Improvements such as the installation and improvement of dedicated bus lanes, audio-visual safety signs, transfer facility improvements, transit signal priority, and bus stop modifications are being implemented to support the goals of the BaltimoreLink.

The MTA will reimburse the City \$500,000.00 for the installation of Dedicated Bus Lanes on Pratt and Lombard Streets upon receipt of an invoice.

Execution of this MOA by the City may be expressly conditioned upon the MTA applying for and obtaining a franchise(s) from the

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Transportation - cont'd

Baltimore City Council within 18 months of the date of Board approval of this MOA. The Board must approve this MOA before the MTA may obtain the franchise(s) from Baltimore City Council.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 021 to STV, Inc./PB Americas, Inc. under Project 1217, On-Call Construction Project. The period of the task is approximately one year.

AMOUNT OF MONEY AND SOURCE:

\$115,315.20 - 1001-000000-1911-192100-603026

BACKGROUND/EXPLANATION:

The task provides for the extension of the right-of-way support services for the Department.

MBE/WBE PARTICIPATION:

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

MWBOO APPROVED THE EAR ON JULY 17, 2019.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) under Project 1217, On-Call Construction Project Management Services with Johnson, Mirmiran & Thompson, Inc. The Amendment No. 3 will extend the period of the agreement through May 12, 2023.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - increase in upset limit

BACKGROUND/EXPLANATION:

On May 13, 2015, the Board approved the original agreement in the amount of \$2,000,000.00, which provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

On November 22, 2017, the Board approved Amendment No. 1 for a one-year time extension and an increase to the upset limit by \$1,000,000.00 to fully complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines.

On November 14, 2018, the Board approved Amendment No. 2 for a one-year time extension and an increase to the upset limit by \$2,000,000.00, to continue staffing of ongoing capital projects to meet State and Federal Highway Administration as well as City standards and guidelines.

The Department is now requesting a three-year time extension and an increase to the upset limit by \$2,000,000.00, for continuous extra work and staffing for ongoing capital projects to meet Federal and State Highway and Highway Administration and Baltimore City standards and guidelines.

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Transportation - cont'd

This approval will make the total upset limit \$7,000,000.00 and a extend the period of the agreement through May 12, 2023.

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: 29%

WBE: 10%

The performance to date is: **MBE:** 19% and **WBE:** 7%

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) under Project No. 1249, On-Call Bridge Design Services with Prime AE Group, Inc./Hardesty & Hanover, LLC Joint Venture. The Amendment No. 1 will extend the period of the agreement through July 11, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 12, 2017, the Board approved the original agreement in the amount of \$2,000,000.00, for a period of two years to assist with the scope of services which includes, but is not limited to site inspection, analysis/recommendations, and final design for bridges and various types of structures.

The Department is now requesting a three-year time extension to fully complete extra work needed on existing assignments. This approval will result in an expiration of the agreement on July 11, 2022.

AUDITS NOTED THE TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

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.	1319 E. North Avenue	Verona Douglas	Awning w/signage 33.3 sf.
	\$ 210.90 - Flat charge		
2.	1100 S. Charles Street	1100 Charles LLC	Two single face electric signs, one @ 108 sf., one @ 14 sf.
	\$1,928.10 - Flat charge		
3.	3232A Eastern Avenue	Taylor Associates, LLC	Outdoor eating 20' x 4'
	\$ 337.50 - Annual charge		
4.	923 Washington Boulevard	Paul's Place Community Kitchen, LLC	ADA ramp and steps 45' x 4.5'
	\$ 281.30 - Flat charge		
5.	704 E. Chase Street	Greenmount LIHTC, LLC	Three planters 50 sf. ea., one ADA ramp/stairs 92 sf., one set of stairs 43 sf.
	\$ 876.70 - Annual charge		

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Circuit Court for Baltimore City - Grant Award and Acceptance Form

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Award and Acceptance Form with the Maryland Judiciary, Administrative Office of the Courts, through the Department of Juvenile and Family Services. The period of the Grant Award is July 01, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$1,712,459.97 - 5000-500819-1100-804000-405001

BACKGROUND/EXPLANATION:

The Circuit Court for Baltimore City has received a FY 2020 grant from the Administrative Office of the Courts, Department of Juvenile and Family Services, whose budget is approved by the Maryland State Legislature, to staff and operate a Family Division under Maryland Rule 16-307 within the Circuit Court for Baltimore City.

Funds cover personnel costs, contracts for services, supplies, and program costs, including parenting education, mediation (2 programs), supervised visitation, instant paternity testing and custody evaluation services (listed under "other direct costs"). The request is late because of delays in administrative process.

APPROVED FOR FUNDS BY FINANCE

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

(The Grant Award and Acceptance Form has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

8/7/2019

Office of the State's Attorney - Grant Award
for Baltimore City (SAO)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the State of Maryland Governor's Office of Crime Control and Prevention. The period of the Grant Award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$102,115.00 - 5000-504820-1150-118000-405001

BACKGROUND/EXPLANATION:

The funds will support the Gun Violence Reduction Initiative program. Funding will support the salary of one cross-designated Assistant State's Attorney to the U.S. Attorney's Office assigned to handle the prosecution of gun cases as a part of the citywide effort to reduce gun violence.

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

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Office of the State's Attorney for - Grant Adjustment Notice
Baltimore City (SAO)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Adjustment Notice (GAN) with the Baltimore Child Abuse Center (BCAC). The GAN will extend the period of the grant through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$40,582.99 - 4000-482417-1156-117900-405001

BACKGROUND/EXPLANATION:

On March 1, 2017, the Board approved the original grant for the period of October 1, 2016 through September 30, 2019 in the amount of \$274,000.00.

The BCAC and the SAO formed a partnership to serve the unique needs of child witnesses to homicide. The partnership serves to not only effectively prosecute criminals, but to serve the child witnesses and their non-offending caretakers with a goal of preventing further trauma. Grant funds will provide salary support and related expenses.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Public Works - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002 to Whitman, Requardt & Associates, LLP under Project 1254W, On-Call Environmental Engineering Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$142,622.55 (60.3254%) - Baltimore City
93,799.50 (39.6746%) - Baltimore County
\$236,422.05 - 9960-914990-9557-900020-703032

BACKGROUND/EXPLANATION:

The Department needs to conduct inspection, prepare a report of the inspections and make recommendations for any repairs or improvements resulting from the inspection of each of the following City Earthen Dams: Lake Montebello, Montebello Washwater Lake, Ashburton Lake, Ashburton Washwater Lake, and Druid Lake.

MBE/WBE PARTICIPATION:

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

MWBOO APPROVED THE EAR ON MARCH 11, 2019.

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Public Works - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$154,032.35 (Revenue Bond)	9960-907158-9558 (Dam Rehabilitation)	
101,303.46 <u>(County Revenue)</u>	9960-907158-9558 (Dam Rehabilitation)	
\$255,335.81	-----	9960-914990-9557-3 Design

This transfer will cover the costs of Project 1254W, On-Call Environmental Engineering Services.

(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

8/7/2019

Department of Public Works - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 003 to Whitman, Requardt & Associates, LLP under Project 1254W, On-Call Environmental Engineering Services. The period of the task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$107,274.93 (60.3254%) - Baltimore City
70,552.20 (39.6746%) - Baltimore County
\$177,827.13 - 9960-924983-9557-900020-703032

BACKGROUND/EXPLANATION:

The Consultant is providing engineering services for inspection and repair design for sedimentation basins 5, 6, and 7 at Montebello Water Filtration Plant 2.

MBE/WBE PARTICIPATION:

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

MWBOO APPROVED ON THE EAR MARCH 11, 2019.

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Public Works - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$115,856.92	9960-903733-9588	
Water Revenue	(Sedimentation Basin	
Bond	Improv. Mon.)	
76,196.38	" "	
<u>County Revenue</u>		
\$192,053.30	-----	9960-924983-9557-3
		Design

This transfer will cover the costs of Project 1254W, On-Call Environmental Engineering Services.

(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

8/7/2019

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of Task No. 003 to KCI Technologies, Inc., under Project No. 1266K, (SC 866) On-Call Wastewater Engineering Services. The original contract will expire on June 27, 2021. The period of this task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$238,943.51 - 9956-904951-9551-900020-703032

BACKGROUND/EXPLANATION:

KCI Technologies, Inc. will provide field and technical engineering support for wastewater engineering projects managed by the Office of Engineering and Construction.

MBE/WBE PARTICIPATION:

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

MBE: 27.00%

WBE: 10.00%

MWBOO APPROVED THE EAR ON JULY 12, 2019.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$308,058.99	9956-905609-9549	9956-904951-9551-3
Wastewater Revenue	SW Diversion	Design
Bond	Pressure Sewer	
	IM	

This transfer will cover design costs of Project 1266K (SC 866) On-Call Wastewater Engineering Services Task 003.

(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

8/7/2019

Health Department - Notice of Grant Award and Cooperative Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Notice of Grant Award and approve and authorize execution of a Cooperative Agreement from the U.S. Department of Health and Human Services, Office of Adolescent Health, Teen Pregnancy Prevention (TPP) Program. The period of the Grant Award and Cooperative Agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$1,749,000.00 - 4000-480620-3080-279200-404001

BACKGROUND/EXPLANATION:

The Grant Award and Cooperative Agreement will provide funding to support the "Baltimore City U Choose Evidence-Based TPP" services in the City.

The Notice of Grant Award and Cooperative Agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Daniel Kadiri for expenses incurred during the month of December 2018.

AMOUNT OF MONEY AND SOURCE:

\$160.23 - 4000-427719-3023-599601-603001 - mileage
60.00 - 4000-427719-3023-599601-603003 - parking
\$220.23

BACKGROUND/EXPLANATION:

Mr. Kadiri submitted his employee expense statement and appropriate back up documents on time, but it was inadvertently misplaced due to oversight.

The Administrative Manual, Section 240-11, states 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.

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Transportation - On-Call Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the assignment of Task No. 18 to Murphy & Dittenhafer, Inc. under Project 1234, On-Call Architectural Design Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$ 28,596.90 - 9938-917022-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for Mount Pleasant Ice Rink.

MWBOO APPROVED THE EAR ON JULY 23, 2019.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 30,000.00	9938-916022-9475	9938-917022-9474
General Fund	Community Center Master Plan and Implementation (Reserve)	Community Center Master Plan and Implementation (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task #18 to Murphy & Dittenhafer, Inc.

(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

8/7/2019

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 021 to GWWO, Inc. under Project 1234, On-Call Design Services. The period of the task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$375,909.74 - 9938-908784-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for Middle Branch Fitness & Wellness Center in Cherry Hill.

MBE/WBE PARTICIPATION:

The Consultant has achieved the following percentages: MBE 14.98% and WBE: 22.87%.

MWBOO APPROVED THE EAR ON JULY 23, 2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$380,000.00	9938-906784-9475	9938-908784-9474
Rec. and Parks	Cherry Hill Rec.	Cherry Hill Rec.
25 th Series	Center (Reserve)	Center (Active)

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task No. 21.

(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

8/7/2019

Department of Recreation and Parks - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Engineering Design Services.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - increase in the upset limit

BACKGROUND/EXPLANATION:

On July 20, 2016, the Board approved the original agreement for three years in the amount of \$1,500,000.00, which provided engineering design services for renovation and improvement of various Parks and Recreation facilities. On January 30, 2019, the Board approved Amendment No. 1 to allow for an additional one-year time extension with an ending period of July 20, 2020 to continue providing engineering design services for renovation and improvement of various Parks and Recreation facilities.

The Department is now requesting an increase to the upset limit by \$500,000.00 to ensure enough capital for the continued engineering design services for ongoing tasks under Amendment No. 2 and increases the total upset limit is \$2,000,000.00.

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: 25%

WBE: 10%

The performance to date is: **MBE:** 28.41% and **WBE:** 8.57%

MWBOO completed a compliance review on July 16, 2019.

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

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Recreation and Parks - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with GWWO, Inc. under Project 1234, On-Call Architectural Design Services.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

On January 13, 2016, the Board approved the original agreement for three years in the amount of \$4,500,000.00 with GWWO, Inc., which provided architectural design services for renovation and improvement of various Parks and Recreation facilities.

On January 30, 2019, the Board approved Amendment No. 1 to allow for an additional one-year time extension with the period ending January 13, 2020 to continue providing architectural design services for renovation and improvement of various Parks and Recreation facilities.

The Department is now requesting an increase to the upset limit by \$1,000,000.00 to ensure enough capital for continued architectural design services for ongoing tasks under Amendment No. 2 and increases the total upset limit is \$5,500,000.00.

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: 20%

WBE: 10%

The performance to date is: **MBE:** 14.98% and **WBE:** 22.87%

MWBOO completed a compliance review on July 23, 2019.

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Recreation and Parks - cont'd

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

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

49

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

1. GS 17811, Northeastern District Police Station Improvements and Roof Replacement	Ruff Roofing and Sheet Metal, Inc.	\$ 470,125.00
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MBE: Couser Supply, Inc.	\$14,103.75 3%
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WBE: Tegeler Source, LLC	\$ 4,701.25 1%
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MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 10, 2019.

Bureau of Procurement

2. B50005696, Community Planning Survey	<p>REJECTION: The Board is requested to reject all bids submitted in response to Solicitation Number B50005696. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in the local newspaper. On April 10, 2019, two bids were received from Untold Research, LLC and Schaefer Center of Public Policy, University of Baltimore. Untold Research proposed a survey methodology that would not satisfactorily acquire a representative sample of City residents. The University of Baltimore's bid price was considered excessive and unreasonable. Therefore, it is recommended that all bids be rejected to allow an opportunity for the Bureau of Procurement to work with the BBMR to revise the solicitation to enhance competition.</p>
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AGENDA

BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|---|--------------|-------------------------|
| 1. EASTERN CONTROLS, INC.
OF PA | \$ 50,000.00 | Sole Source/
Renewal |
| Contract No. 08000 - Endress and Hauser Parts and Equipment -
Department of Public Works - Wastewater Facilities - P.O. No.
P536566 | | |

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

On August 17, 2016, the Board approved the initial award in the amount of \$50,000.00. The award contained four 1-year renewal options. Three renewals have been exercised. The Wastewater Facilities Maintenance Division requires Endress & Hauser parts and equipment for replacement and repair of existing installed equipment in order to maintain compatibility. Endress & Hauser has confirmed that the sole area supplier of its equipment and parts in the State of Maryland is Eastern Controls, Inc. of PA. The period of the renewal is August 17, 2019 through August 16, 2020. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement.

AGENDA

BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

2. DRAEGER, INC.	\$97,087.50	Selected Source
Contract No. 06000 - PASS Devices - Fire Department - Req. No. R822424		

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

These devices are attached to firefighters. The device sounds an alarm for other team members to hear when the wearer becomes motionless or distressed. These units work in conjunction with the Draeger Self Contained Breathing Apparatus currently in use by the Fire Department. The purchase is funded by FEMA Grant EMW-2017-FO-06070. These devices are only available from Draeger, Inc. This is a one-time purchase. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On July 23, 2019, MWBOO issued a waiver with the determination of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

3. MARYLAND FIRE EQUIPMENT CORPORATION	\$ 0.00	Renewal
Contract No. B50005111 - Aluminum Alco-Lite Fire Ladders and Repairs - Fire Department - P.O. No. P540914		

AGENDA

BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On September 13, 2017, the Board approved the initial award in the amount of \$33,423.02. The award contained three 1-year renewal options. On October 17, 2018, the Board approved the first renewal in the amount of \$50,000.00. This second renewal in the amount of \$0.00 is for the period September 13, 2019 through September 12, 2020, with one 1-year renewal option remaining. 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.

- | | | |
|---|--------------|---------|
| 4. FERNO-WASHINGTON,
INC. | \$ 50,000.00 | Renewal |
| Contract No. B50004989 - Custom Wheeled Stretchers - Fire
Department - P.O. No. P5440075 | | |

On June 28, 2017, the Board approved the initial award in the amount of \$48,460.70. The award contained two 1-year renewal options. This first renewal in the amount of \$50,000.00 is for the period July 1, 2019 through June 30, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 5, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON APRIL 5, 2017.

AGENDA

BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

5. WESTERN MICROSYSTEMS, INC. d/b/a DESERTMICRO	\$ 0.00	Ratification and Renewal
Contract No. B50003687 - ScaleHouse Software - Department of Public Works, Bureau of Solid Waste - P.O. No. P529202		

On October 22, 2014, the Board approved the initial award in the amount of \$112,719.17. The award contained two renewal options. On October 18, 2017, the Board approved the first renewal in the amount of \$50,000.00. The period of the ratification is October 23, 2018 through August 6, 2019. This final renewal is for the period August 7, 2019 through October 22, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 1, 2014, MWBOO determined that no goals would be set due to no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 1, 2014.

6. PREMIER MAGNESIA, LLC	\$540,000.00	Sole Source/ Increase
Contract No. 08000 - Thioguard Chemical Application Technology - Department of Public Works - Water and Wastewater - P.O. No. P529232		

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On October 29, 2014, the Board approved the initial award in

AGENDA

BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

the amount of \$2,000,000.00. The award contained three renewal options. All renewal options have been exercised. This increase in the amount of \$540,000.00 is necessary to allow for continuous supply of a proprietary chemical application technology required for water treatment. Thioguard Chemical Application is not available from other suppliers. This increase will make the award amount \$5,540,000.00. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as sole source procurement.

- 7. JOSEPH HEIL COMPANY,
INC. \$1,400,000.00 Increase
Contract No. B50004741 - Drain Cleaning Services - Department of General Services, Department of Public Works and others - P.O. No. P537436

On November 2, 2016, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$1,400,000.00 is necessary to provide sufficient funding for services covered by the contract for the remainder of the current term. This increase will make the award amount \$3,200,000.00. The contract expires on December 31, 2019 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 26, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 26, 2016.

AGENDA

BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

8. TIDEWATER DISTRIBUTORS, LLC	\$ 54,111.10	Low Bid
Solicitation No. B50005790 - SWAT Wet & Cold Gear - Baltimore Police Department - Req. No. R812503		

Vendors were solicited by posting on CitiBuy. On June 11, 2019, one bid was received and opened. The bid is found to be fair and reasonable. The period of the award is August 8, 2019 through August 7, 2020, with two 2-year renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 9, 2019, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 9, 2019.

9. PS FURNITURE, INC.	\$ 332,781.20	Sole Source
Contract No. 08000 - PS Furniture for the Baltimore Convention Center - Baltimore Convention Center - Req. No. R828219		

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

The vendor is the manufacturer's sole authorized source of these products which must be compatible with previously installed furniture. This is a one-time purchase. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the vendor, and are not available from subcontractors.

10. SELEX ES INC. Contract No. 08000 - Mobile License Plate Readers - Baltimore Police Department - Req. No. R828652	\$ 64,070.00	Sole Source
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STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

The vendor is the sole source of the software which must be compatible with currently installed equipment used by the Police Department. This grant is funded from Bloomberg Philanthropies for continuing maintenance and support of the 25 mobile license plate readers that are currently in service. The period of the award is March 31, 2019 through October 18, 2020.

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

AGENDA

BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement.

- | | | |
|---|--------------|-----------|
| 11. J.G.B. ENTERPRISES,
INC. | \$ 50,000.00 | Extension |
| Contract No. B50003531 - Various Hoses and Accessories -
Department of Public Works - P.O. No. P527911 | | |

On June 25, 2014, the Board approved the initial award in the amount of \$248,656.71. The award contained two renewal options. Both renewals have been exercised. An extension is necessary while a new solicitation is being prepared. The period of the extension is August 1, 2019 through December 16, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 1, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 1, 2014.

- | | | |
|--|--------------|-----------|
| 12. a. DENVER-ELEK, INC.
b. J.F.FISCHER, INC. | \$250,000.00 | Extension |
| Contract No. B50003484 - Maintenance and Repair Services for
Central Chilled Water Systems - Department of General
Services - P.O. No. P527798 | | |

On June 25, 2014, the Board approved the initial award in the amount of \$3,000,000.00. The award contained one renewal option. On May 31, 2017, the Board approved the sole renewal in the amount of \$0.00. An extension is necessary to continue

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BOARD OF ESTIMATES

8/7/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

to maintain chilled water services in various City buildings while a new solicitation is created. The period of the extension is August 16, 2019 through December 15, 2019.

MBE/WBE PARTICIPATION:

On April 4, 2014, MWBOO set goals of 27% MBE and 0% WBE. On June 20, 2019, Denver-Elek was found in compliance. On July 12, 2019 J.F. Fischer, Inc. was found in compliance.

a. Denver-Elek, Inc.

<u>Commitment</u>	<u>Performed</u>
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MBE: See note below

WBE: N/A

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

MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 20, 2019.

b. J.F. FISCHER, INC.

<u>Commitment</u>	<u>Performed</u>
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MBE: Horton Mechanical Contractors, Inc.	27%	\$209,208.63	26.7%
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WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 12, 2019.

AGENDA

BOARD OF ESTIMATES

8/7/2019

Department of Audits - Audit Reports

The Board is requested to **NOTE** receipt of the Audit Report and Special Audit Report for:

1. Mayor's Office of Human Services Biennial Financial Audit Fiscal Years Ended June 30, 2018 and 2017.

2. Special Audit Report Associated Black Charities, Inc. January 31, 2018 through April 30, 2019.

AGENDA

BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Ronnie Waters	Basic Motor Officer's School MPCTC Driver Training Course Sykesville, MD Sept. 9 - 20, 2019 (Reg. Fee \$0.00)		\$ 0.00

The Maryland State Police will pay all costs of this training. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

2. Sara Lombard	Cellebrite Mobile Forensics Fundamentals and Cellebrite Certificate Operator Aug. 18 - 22, 2019 Elmhurst, IL (Reg. Fee \$2,695.00)	Asset Forfeiture Fund	\$4,036.19
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The subsistence rate for this location is \$174.00 per night.

The cost of the hotel for August 18, 2019 is \$129.00, plus occupancy tax of \$15.40. The cost of the hotel for August 19, 2019 is \$149.00, plus occupancy tax of \$15.40. The Department is requesting additional subsistence of \$15.00 for meals and incidentals for August 19, 2019.

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BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			

The cost of the hotel for August 20, 2019 and August 21, 2019 is \$169.00 per night, plus occupancy tax of \$15.40 per night. The Department is requesting additional subsistence of \$35.00 for meals and incidentals on August 20, 2019 and August 21, 2019.

The airfare cost of \$438.59, registration fee of \$2,695.00, and hotel cost of \$677.60 were prepaid using a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Ms. Lombard is \$225.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Department of Recreation and Parks

3. Jaleel Nash	ISA Annual International Conference and Trade Show Knoxville, TN Aug. 11 - 14, 2019 (Reg. Fee \$0.00)	General Funds	\$ 514.68
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The subsistence rate for this location is \$153.00 per night. The hotel cost is \$107.52 per night plus total hotel taxes of \$55.68. Mr. Nash is driving his personal vehicle and is not seeking mileage. Therefore, Mr. Nash will be disbursed \$514.68.

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BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks - cont'd</u>			
4. Scott Myers	ISA Annual International Conference and Trade Show Knoxville, TN Aug. 11 - 14, 2019 (Reg. Fee \$0.00)	General Funds	\$ 474.86

The subsistence rate for this location is \$153.00 per night. The hotel cost is \$135.00 per night plus total hotel taxes of \$69.86. Mr. Myers is only requesting hotel costs. Therefore, Mr. Myers will be disbursed \$474.86.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Council

5. John Bullock	Maryland Association of Counties Annual Summer Conference 2019 Aug. 14 - 17, 2019 Ocean City, MD (Reg. Fee \$325.00)	Elected Official Expense Account	\$1,412.55
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The subsistence rate for this location is \$311.00 per night. The cost of the hotel is \$299.00 per night for August 14 - 15, 2019 and \$320.00 for August 16, 2019, plus hotel taxes of \$41.32 per night and the room safe fee of \$1.49 per night. Mr.

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BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			

Bullock is requesting additional subsistence in the amount of \$9.00 for August 16, 2019 for the hotel, \$28.00 per day for August 14, 2019 and August 15, 2019 for meals and incidentals, \$40.00 for August 16, 2019 for meals and incidentals and \$4.00 for tolls. Mr. Bullock will travel using a City-issued vehicle.

Mr. Bullock personally incurred the hotel costs and registration fee. Therefore, Mr. Bullock will be disbursed \$1,412.55.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Department of Transportation

6. Steven Sharkey	Maryland Association of Counties Ocean City, MD Aug. 14 - 17, 2019 (Reg. Fee \$375.00)	General Funds	\$1,480.84
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The subsistence rate for this location is \$311.00 per day. The hotel rate is \$242.10 each night for August 14 and 15, 2019, and \$341.10 for August 16, 2019 plus a 10.5% hotel tax. The Department of Transportation is requesting additional subsistence for August 16, 2019 in the amount of \$30.10 to cover the hotel costs, and \$40.00 to cover the cost of food and incidental expenses. The additional subsistence totaling \$70.10 has been added to the total.

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BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation - cont'd</u>			

The registration fee in the amount of \$375.00 was paid using a City-issued credit card assigned to Ms. Dhirendra Sinha. Therefore, the disbursement amount to Mr. Sharkey will be \$1,262.60.

Pursuant to AM 240-3, the Board of Estimates must take action on a travel request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Office of Inspector General

7. Michelle Phillips	Certified Inspector General Investigator Training New York, NY Aug. 11 - 16, 2019 (Reg. Fee \$1,150.00)	General Funds	\$2,984.63
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The transportation cost in the amount of \$108.00, the hotel accommodations and hotel taxes, in the amount of \$1,216.63, and registration fee in the amount of \$1,150.00 were paid using a City-issued credit card assigned to Ms. Yvonne K. Brooks. Therefore, the disbursement amount to Ms. Phillips will be \$510.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a travel request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

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BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of Inspector General - cont'd</u>			
8. Fleet Justin Bowman	Certified Inspector General Investigator Training New York, NY Aug. 11 - 16, 2019 (Reg. Fee \$1,150.00)	General Funds	\$2,984.63

The transportation cost in the amount of \$108.00, the hotel accommodations and hotel taxes, in the amount of \$1,216.63, and registration fee in the amount of \$1,150.00 were paid using a City-issued credit card assigned to Ms. Yvonne K. Brooks. Therefore, the disbursement amount to Mr. Bowman will be \$510.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a travel request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Health Department

9. Letitia Dzirasa	Maryland Association of Counties Ocean City, MD Aug. 14 - 17, 2019 (Reg. Fee \$325.00)	General Funds	\$1,535.42
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The subsistence rate for this area is \$311.00 per day. The hotel rate is \$195.10 each night for August 14 and 15, 2019, and \$349.00 for August 16, 2019, plus a 10.5% hotel tax. The Department of Health is requesting additional subsistence in the amount of \$38.00 to cover the hotel accommodations on

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BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>			

August 16, 2019. The additional subsistence totaling \$38.00 has been added to the total.

The transportation cost for mileage is \$161.82. The hotel accommodations and hotel taxes in the amount of \$816.60, and the registration fee in the amount of \$325.00 were paid using a City-issued credit card assigned to Mr. Malcolm Green-Haynes. Therefore, the disbursement amount to Ms. Dzirasa will be \$393.82.

Pursuant to AM 240-3, the Board of Estimates must take action on a travel request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Department of Planning

10. Jennifer Leonard	NeighborWorks Training Institute Aug. 18 - 23, 2019 New Orleans, LA (Reg. Fee \$525.00)	General Funds	\$1,185.00
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The hotel cost of \$400.00 and registration fee of \$525.00 were prepaid using a City-issued credit card assigned to Ms. Alice Kennedy. Therefore, the disbursement to Ms. Leonard is \$260.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

AGENDA

BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

Department of Housing and Community Development

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
11. Nicole Hart	NeighborWorks Training Institute Aug. 18 - 23, 2019 New Orleans, LA (Reg. Fee \$525.00)	General Funds	\$1,185.00

The hotel cost of \$400.00 and registration fee of \$525.00 were prepaid using a City-issued credit card assigned to Ms. Alice Kennedy. Therefore, the disbursement to Ms. Hart is \$260.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Fire Department

12. Heather Cate	Camp Curtis National Guard Base Aug. 10 - Sept. 23, 2019 Reading, MA (Reg. Fee \$0.00)	General Funds	\$7,867.97
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The Department is requesting subsistence for the cost of the hotel, which is \$128.00 per night and \$40.00 for meals and incidentals each day, which totals less than the allowed daily subsistence rate of \$223.00.

The hotel cost of \$5,504.00 and hotel tax of \$643.97 were prepaid using a City-issued credit card assigned to Ms. James Fischer. Therefore, the disbursement to Ms. Cate is \$1,720.00.

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BOARD OF ESTIMATES

8/7/2019

TRAVEL REQUESTS

Baltimore City Fire Department - cont'd

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED