

MINUTES
OF THE
MEETING OF THE
BOARD OF PUBLIC WORKS
April 2, 1975

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MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS, April 2, 1975:

The Board of Public Works met in the Office of the Governor, State House, Annapolis, Maryland, on Wednesday, April 2, 1975.

There were present:

Honorable Marvin Mandel, Governor
Honorable Louis L. Goldstein, Comptroller
Honorable William S. James, Treasurer

Also attending the meeting were:

Mr. George R. Lewis, Secretary, Department of General Services
Dr. R. Kenneth Barnes, Secretary, Department of Budget and Fiscal Planning

CONSTRUCTION:

The Board was advised by Mr. Lewis that in all of the Items submitted and recommended to the Board where payment is to be made from the proceeds of the following Bond issues:

General Construction Loan of 1964	General Construction Loan of 1969
General Construction Loan of 1965	General Construction Loan of 1970
General Construction Loan of 1966	General Construction Loan of 1971
General Construction Loan of 1967	General Construction Loan of 1972
General Construction Loan of 1968	General Construction Loan of 1973
	General Construction Loan of 1974

that full regard was given to the provisions of the Acts of each of the following Laws and the Amendments thereto pertaining to the above construction loans:

Chapter 159 of the Acts of 1964, and as amended in 1965, 1966, 1967 and 1968
Chapter 743 of the Acts of 1965, and as amended in 1966, 1967, 1968, 1969 and 1970
Chapter 504 of the Acts of 1966, and as amended in 1967, 1968, 1969 and 1970
Chapter 759 of the Acts of 1967, and as amended in 1968, 1969, 1970 and 1971
Chapter 435 of the Acts of 1968, and as amended in 1969 and 1970
Chapter 409 of the Acts of 1969, and as amended in 1970, 1971, 1973
Chapter 101 of the Acts of 1970, and as amended in 1974
Chapter 425 of the Acts of 1971, and as amended in 1972 and 1973
Chapter 179 of the Acts of 1972, and as amended in 1973 and 1974
Chapter 195 of the Acts of 1973, and as amended in 1974

the significant section in point reading as follows:

"And Be It Further Enacted, That no Department, Board, Commission, Agency, or Institution specified or named in this Act shall begin any work with funds secured pursuant to the provisions of this Act unless satisfactory assurances are made to the Board of Public Works that the work described in the individual items of this Act can be completed with the funds specified for each item respectively."

The Board was also advised by Mr. Lewis that all items submitted and recommended on his Agenda for purchase through the Central Purchasing Bureau have been screened and conform with equipment for which the above Bond Issue Funds were provided.

The Board was further advised of the provisions of Section 8 of Chapter 743 of the Acts of 1965 (General Construction Loan of 1965) reading as follows:

"And Be It Further Enacted, That if any Federal grant is or becomes available to any of the State Colleges, the University of Maryland, Morgan State College, or St. Mary's College of Maryland for Capital Improvements, which grant is to pay a portion of the cost of such improvements as set out in this Act for any of these institutions, then the State appropriation herein provided for any such Capital Improvements in each instance shall be reduced by an amount equal to the amount of the Federal grant.

Mr. Lewis also informed the Board of the provisions of Section 9 of:

Chapter 504 of the Acts of 1966
Chapter 759 of the Acts of 1967
Chapter 435 of the Acts of 1968
Chapter 409 of the Acts of 1969
Chapter 101 of the Acts of 1970
Chapter 425 of the Acts of 1971
Chapter 179 of the Acts of 1972
Chapter 195 of the Acts of 1973
Chapter 289 of the Acts of 1974 as follows:

"And Be It Further Enacted, That where Federal funds may be available to help accomplish any specific projects in this Act, the using department or agency shall be obligated to seek the allocation of such Federal funds to apply to the cost of the particular project. In seeking approval of the Board of Public Works for award of a contract under a specific appropriation under this Act, the using department or agency shall formally advise the Board of Public Works that efforts have been made through proper administrative procedures to obtain such Federal Funds, and the reason, if any, why the Federal funds were not obtained. Availability of Federal funds where allocated is intended to defray the cost of the approved project, not expand its scope, except in the case of projects of the Department of Forests and Parks, Department of Natural Resources. These latter projects may be expanded in scope beyond that proposed in the specific appropriation in this Act if the addition of Federal funds makes this possible, but not beyond the total park acreage or as evident from the master plan for State parks and recreation areas as adopted by the Department of Forests and Parks, Department of Natural Resources."

ITEMS SUBMITTED ON THE AGENDA OF THE SECRETARY, BOARD OF PUBLIC WORKS:

Mr. Andrew Heubeck, Jr., Secretary to the Board of Public Works, presented Items 1 through 8, and Items 1A through 10A, of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 6 through 31, attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items of Exhibit Pages 6 through 31.

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

1. BOARD OF PUBLIC WORKS - WETLANDS LICENSES

Formal approval in connection with the following applications for wetlands licenses for projects involving dredging and filling in the navigable waters of Maryland under Title 9, Natural Resources Article, Annotated Code of Maryland (1974).

- 74-384 The Landman, Inc. - to maintenance dredge a 50 by 300 foot boat basin from an average 1 foot to 3 feet depth at mean low water; to construct 125 foot and 40 foot sections of bulkhead within 3 feet of mean high water line and along the sides of the basin; to deposit and stabilize 2000 cubic yards of spoil behind the bulkhead and upland on the property; to emplace approximately 100 feet of riprap on Bay shoreline above mean high waterline - on Chesapeake Bay near North Beach at the Anne Arundel-Calvert County line.
- 75-105 Mr. Harold M. Miller, Jr. - to construct four (4) 110 foot stone groins, 100 feet apart, south of an existing jetty - Tred Avon River at Bachelor Point, Talbot County.
- 75-113 Mr. Russell C. Jenkins - to construct 200 foot pier and dredge 110 foot long, 20 foot wide approach channel from four (4) to six (6) foot depth at mean low water; to deposit about 610 cubic yards of spoil upland offsite of property - in Church Creek at Brannocks Neck near town of Church Creek, Dorchester County.
- 75-114 Virginia Evans Robinson - to construct about 380 feet of bulkhead within three (3) feet of a deteriorated bulkhead and backfill with about 100 cubic yards of land source borrow - Herring Creek at the Rt. 50 Bridge, Worcester County.
- 75-117 Mr. Gerald C. Furst - to construct 110 and 150 foot sections of bulkhead at varying distances from mean high water line to maximum of six (6) feet channelward thereof; to backfill with 180 cubic yards land source borrow - on Gibbs Pond and Canal of Golf Course Shores off Sinepuxent Bay, Worcester County.

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

1. BOARD OF PUBLIC WORKS - WETLANDS LICENSES (Continued)
 - 75-122 Mr. Charles A. Shreeve, Jr. - to construct a 125 foot bulkhead at varying distances from the mean high water line to 22 feet channelward thereof; to backfill with 125 cubic yards of land source borrow; to construct a 12 foot wide boat ramp extending 10 feet channelward of the mean high water line; to construct a 30 foot pier and 12 by 12 foot platform channelward of said bulkhead Kent Narrows at Grasonville, Queen Anne's County.
 - 75-172 Dr. Clyde P. Reeves - to construct a 192 foot timber bulkhead at varying distance from 0 to 20 feet channelward of the mean high water line; to backfill with 1,200 cubic yards of land source borrow - in Parrish Creek off West River at Shady Side, Anne Arundel County.
 - 75-209 Mayor and City Council of Ocean City - to construct two artificial reefs, each approximately one (1) mile long and one-half (1/2) mile wide, composed of tire bales - Atlantic Ocean within 3 mile limit of and east of Ocean City, Worcester County.
 - 75-214 State of Maryland, Department of General Services - construct two stone revetments: one 300 feet and the second 450 feet, both to be within 25 feet of mean high water line; to backfill with 1,200 cubic yards land source borrow; to construct five 100 foot stone groins, with 24 foot base, at 300 foot intervals along the shore between the two revetments - Chesapeake Bay at Point Lookout State Park, St. Mary's County.
 - 75-219 Mr. Walter W. Andersen - to construct about 65 feet of stone revetment extending from three (3) feet behind the mean high water line to eight (8) feet channelward; to emplace one 21 foot long and 15 foot base width groin - on the Choptank River, about 1/2 mile south of Warwick River and the Town of Secretary, Dorchester County.
 - 75-225 Anna M. Ward - to construct 50 feet of bulkhead within two (2) feet of an existing concrete bulkhead; to backfill with about 10 cubic yards land source borrow - on Back River at Evergreen Park, Baltimore County.

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

1. BOARD OF PUBLIC WORKS - WETLANDS LICENSES (Continued)

75-246

Mr. James Markos - to construct a 40 foot long timber bulkhead within one (1) foot of the mean high water line and backfill with five (5) cubic yards of oyster shells and land source borrow; to construct a 79 foot long pier in front thereof - in Rock Hall Harbor at Rock Hall, Kent County.

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

2. DEPARTMENT OF HEALTH AND MENTAL HYGIENE:

Submission of a request by the Department of Health and Mental Hygiene for permission to change the name of Boys' Village of Maryland to Southern Maryland Youth Center.

Boys' Village of Maryland will become a multi-purpose facility and will serve boys and girls effective July 1, 1975. In view of the change to a co-educational facility, the present name is inappropriate and should be changed.

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

BOARD OF PUBLIC WORK

April 2, 1975

Secretary's Agenda

3. DEPARTMENT OF NATURAL RESOURCES:

Submission of a request by the Department of Natural Resources that the unallocated balance in the amount of \$318,797.31 in the Outdoor Recreation Land Loan of 1968 be transferred to the Annuity Bond Fund, as recommended by the Legislative Auditor following the examination of the records for the Department of Forests and Parks in 1973.

The Department inadvertently failed to formally request this transfer at that time, and the above amount should be reverted to the Annuity Bond Fund.

Board of Public Works Action: The above referenced item was:

- | | | |
|------------------------|-------------|--------------------|
| <u>Approved</u> | Disapproved | Deferred |
| <u>With Discussion</u> | | Without Discussion |

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

4. DEPARTMENT OF TRANSPORTATION -
MASS TRANSIT ADMINISTRATION:

Submission of a request by the Department of Transportation for permission to accept an option for the purchase of the following parcel of real property located at 6517 Vincennes Avenue, Baltimore, Maryland 21215. This parcel is required for the construction of the Reisterstown Road Plaza Station of the Baltimore Regional Rapid Transit System:

OPTIONER:	Morris I. Witow, Rose Farber and Nathan Witow 2900 West Strathmore Avenue Baltimore, Maryland 21215
OWNERSHIP:	Since August, 1971
PROPERTY:	2½ story residence converted into four (4) private apartments
ZONING:	R-4 residential - Legal non-conforming use of land, multiple dwelling
OPTION DATE:	March 7, 1975
OPTION PERIOD:	Ten (10) Months
PRICE:	\$17,250
ASSESSED:	\$6,940
APPRAISED VALUE:	Highest and best use, multi-residential \$17,250 - Carl Heinmuller, Jr. \$17,050 - Clayton A. Reid
FUND SOURCE:	2/3 Federal (UMTA), 1/3 Special Funds budgeted to MTA, 1975 Capital Budget

(Continued)

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

4. DEPARTMENT OF TRANSPORTATION -
MASS TRANSIT ADMINISTRATION: (Continued)

SPECIAL CONDITIONS: Settlement date set on or before 11/28/75 to give sufficient time for tenants to be relocated.

* REMARKS: Dwelling to be demolished upon termination of occupancy.

Additional payments will be required under existing Federal regulations to provide for relocation costs of the three (3) tenants, estimated to total \$13,000. These costs will be reported when finally determined and will be eligible for 2/3 Federal participation.

Total acquisition costs of this property including above relocation costs are estimated to be \$30,250.

Board of Public Works Action: The above referenced item was:

- Approved
- With Discussion
- Disapproved
- Deferred
- Without Discussion

*Delete Demolition from approval.

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

5. DEPARTMENT OF TRANSPORTATION -
MASS TRANSIT ADMINISTRATION:

Submission of a request by the Department of Transportation for permission to accept an option for the purchase of the following parcel of real property located at 4208 Hayward Avenue, Baltimore, Maryland 21215. This parcel is required for the construction of the Rogers Avenue Station of the Baltimore Regional Rapid Transit System.

- OPTIONER: Mary K. Allen
Apt. 630, Christ Church Harbor Apartments
Light Street
Baltimore, Maryland 21230
(This address will be Mrs. Allen's
new residence.)
- OWNERSHIP: Since October 10, 1946
- PROPERTY: 1½ story frame dwelling converted
into two (2) apartments.
- ZONING: Residential
- OPTION DATE: March 4, 1975
- OPTION PERIOD: Six (6) Months
- PRICE: \$15,600
- ASSESSED: \$6,420
- APPRAISED VALUE: Highest and best use - residential,
in accordance with zoning category.
\$15,600 - C. Gordon Gilbert
\$14,500 - Walter A. Reiter, Jr.
- FUND SOURCE: 2/3 Federal (UMTA) 1/3 Special Funds
budgeted to MTA, 1975 Capital Budget

(Continued)

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

5. DEPARTMENT OF TRANSPORTATION -
MASS TRANSIT ADMINISTRATION: (Continued)

SPECIAL CONDITIONS: The property is to be vacated immediately after settlement, which is to be within ninety (90) days of the option date.

* REMARKS: Dwelling to be demolished upon termination of occupancy.

Additional payments will be required under existing Federal regulations to provide for relocation costs of the two (2) tenants estimated to total \$2,453. These costs will be reported when finally determined and will be eligible for 2/3 Federal participation.

Total acquisition costs of this property including above relocation costs are estimated to be \$18,053.

Board of Public Works Action: The above referenced item was:

Approved	Disapproved	Deferred
With Discussion		Without Discussion

*Delete Demolition from approval.

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

6. DEPARTMENT OF TRANSPORTATION -
MASS TRANSIT ADMINISTRATION:

Submission of a request by the Department of Transportation for the approval of a request for a supplemental housing payment of \$8,000, as an item of relocation assistance to the property owner listed below whose residence is being acquired by the Mass Transit Administration in connection with construction of Section A, Phase I, of the Baltimore Region Rapid Transit System.

Displaced Property Owner: Mr. and Mrs. John E. Saunders
4212 - 14 Hayward Avenue
Baltimore, Maryland 21215

Property acquisition approved by Board of Public Works at the meeting of March 19, 1975.

Acquisition price for present home: \$22,000

Replacement Comparable: 5607 Liberty Heights Avenue
\$30,000

Supplemental Housing Payment: \$8,000

Fund Source: 2/3 Federal (UMTA), 1/3 Special Funds budget to MTA, 1975 Capital Budget.

The supplemental housing payment to Mr. and Mrs. Saunders is being made in accordance with requirements of Federal legislation for all projects involving use of Federal funds. Additional payments will be required to provide for settlement and moving costs estimated to be \$2,000 and \$500 respectively. These costs will be reported when finally determined and will be eligible for 2/3 Federal participation.

The total acquisition costs of this property, including above settlement and moving costs, are currently estimated to be \$32,500.

Board of Public Works Action: The above referenced item was:

- Approved
- Disapproved
- Deferred
- With Discussion
- Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

7. STATE HIGHWAY ADMINISTRATION:

Submission of a request by the Department of Transportation for permission to dispose of properties which are excess to the needs of the State Highway Administration and available for disposal. List 1 is to be disposed of at public auction; List 2 is to be disposed of to the adjoining owners and List 3 is to be disposed of to the political subdivisions.

This submission is made in accordance with the rules and regulations for the disposal of excess State Highway Administration real property approved by the Board of Public Works at its meeting on February 27, 1974. (copy enclosed) (Plats sent to the Comptroller)

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

8. WATER QUALITY LOAN OF 1973:

Submission of a request by the Environmental Health Services of the Department of Health and Mental Hygiene for the approval of a grant of \$157,850 from the Water Quality Loan of 1973 for the following project:

ST.01.24
Worcester County Sanitary District, Inc.
West Ocean City

The Environmental Health Services has received an application from the Worcester County Sanitary District, Inc., for a grant to provide financial assistance for the planning and design of sewerage facilities in West Ocean City. The planning, including environmental assessment and cost effective analysis, will be coordinated with the Environmental Health Administration and the Maryland Environmental Service.

This project qualifies for a grant under the Water Quality Loan of 1973 which provides funds for the construction of sewage treatment facilities to abate or prevent health hazards arising out of the failure of septic tank systems. This project is critical to public health. Federal funds are not available in a timely fashion since this project is not on the Environmental Protection Agency Priority List.

The financial status of this project is as follows:

Total Project Cost	\$180,400
State Grant	157,850
Local Funds	22,550

It is, therefore, recommended that a grant of \$157,850 be approved from the Water Quality Loan of 1973 to the Worcester County Sanitary District, Inc. for the above project in accordance with the provisions of Section 5.2(a), Chapter 55, Acts of 1973 as amended. The State Clearinghouse Control Number for this project is 75-11-264.

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 1A -
OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to the City of Frederick \$10,660.00 from the Outdoor Recreation Land Loan of 1969. This amount represents 100% of the eligible project costs for the following project:

POS 796-10-32

Watershed Extension Acquisition
 Frederick County

Allowable Land Cost for 11.975 [±] acres at \$800/acre \$ 9,600.00

Appraisals

Delbert S. Null - \$9,600.00 (\$800.00/acre)
 J.H. Stevens - \$9,600.00 (\$800.00/acre)

Incidentals \$ 1,060.00

Total Allowable Cost \$10,660.00

State Share (100%) \$10,660.00

Fund Source: Program 81.20 Item 75.10 \$10,049.82
 79.30.02.04 \$610.18

Federal Grant: Not Available

Department of State Planning: Review favorable - February 25, 1975

Control Number: 5-1-M123

Zoning: Conservation

Location: This project is located on the south side of Hamburg Road about seven miles north-northwest of the city limits of Frederick City.
 Property owner: William M. Bittle

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 2A -

OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to the City of Frederick \$30,002.16 from the Outdoor Recreation Land Loan of 1969. This amount represents 75% of the eligible project costs for the following project:

POS 797-10-33
Fleming Avenue Tennis Courts Reconstruction
Frederick County

This project proposes the reconstruction of two tennis courts in the existing Baker Park complete with the necessary landscaping, fencing, and an acknowledgement sign.

Total Estimated Development Costs	\$40,002.88
State Share (75%)	\$30,002.16

Fund Source: 79.30.02.04

Federal Grant: Not Available

Department of State Planning: Review favorable - February 11, 1975

Control Number: 5-1-M121

Location: This project is located on Fleming Avenue in Frederick, Maryland.

Board of Public Works Action: The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion		<u>Without Discussion</u>

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 3A -
OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to the City of Frederick \$31,220.85 from the Outdoor Recreation Land Loan of 1969. This amount represents 75% of the eligible project costs for the following project:

POS 800-10-34
Fleming Avenue Tennis Courts
Frederick County

This project proposes the development of two tennis courts complete with the necessary landscaping, fencing and acknowledgement sign.

Total Estimated Development Costs	\$41,627.80
State Share (75%)	\$31,220.85
Fund Source: 79.30.02.04	\$28,232.21
76.10	\$ 2,988.64

Federal Grant: Not Available

Department of State Planning: Review favorable - February 11, 1975

Control Number: 5-1-M122

Location: This project is located on Fleming Avenue in Frederick, Maryland.

Board of Public Works Action: The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion		<u>Without Discussion</u>

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 4A - A

OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to Howard County \$286,807.00 from the Outdoor Recreation Land Loan of 1969. This project appeared on the Secretary's February 5, 1975 Agenda, Item 6A, but was deferred. This amount represents 100% of the eligible project costs for the following project:

POS 782-13-33

Centennial County Park

Howard County

Allowable Land Cost for 64± acres at \$4,331/acre	\$277,237.00
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Appraisals

Walter A. Reiter - \$286,800 (\$4,481/acre)

Howard Bockover - \$267,675 (\$4,182/acre)

Incidentals	\$ 9,570.00
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Total Allowable Cost	\$286,807.00
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State Share (100%)	\$286,807.00
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Fund Source: Program 81.20	Item 72.13	\$12,365.93
	73.13	\$274,441.07

Federal Grant: Not Available

Department of State Planning: Review favorable - February 5, 1975

Control Number: 5-11-M102

Zoning: R-40

Location: This project is located along Route 108 and Centennial Lane just north and adjacent to the Columbia communities of Beaverbrook and Running Brook. Property Owner: The Route 108 Property Partnership, consisting of the following members:

Kline Paper Stock Company Employees

Retirement Fund

Dr. Harvey Fenster

Mr. Stephen Carton

Ms. Janice Epstein

Mr. Robert Kline

Mr. Albert Lapatin

Mr. Samuel Miller

POS 782-13-33
Centennial County Park
Item 4A - A

Mr. Michael Taff
M's Gertrude Barber
Mr. Hyman Zelko

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 4A -B

OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to Howard County \$139,998.45 from the Outdoor Recreation Land Loan of 1969. This project appeared on the Secretary's February 5, 1975 Agenda, Item 6A, but was deferred. This amount represents 100% and 75% of the eligible project costs for the following project:

POS 782-13-33
Centennial County Park
Howard County

Allowable Land Cost for 43± acres at \$3,941/acre \$169,487.00

Appraisals

Walter A. Reiter - \$180,200 (\$4,190/acre)
Howard Bockover - \$158,775 (\$3,692/acre)

Incidentals \$ 6,380.00

Total Allowable Cost \$175,867.00

State Share at 100% \$ 32,392.80

State Share at 75% \$107,605.65

Total State Share \$139,998.45

Fund Source: Program 81.20 Item 73.13 \$59,702.32
74.13 \$80,296.13

Federal Grant: Not Available

Department of State Planning: Review favorable - February 5, 1975

Control Number: 5-11-M102

Zoning: R-40

Location: This project is located along Route 108 and Centennial Lane just north and adjacent to the Columbia communities of Beaverbrook and Running Brook. Property Owner: The Howard Investment Corporation

Board of Public Works Action: The above referenced item was:

Approved	Disapproved	Deferred
With Discussion	Without Discussion	

Item 4A -B

POS 782-13-33
Centennial County Park
Howard County

The Howard Investment Corporation

Daniel S. Perlberg
Marvin A. Perlberg
Barbara R. Perlberg
Jerry Mashkes

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 5A -

OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to Howard County \$248,812.50 from the Outdoor Recreation Land Loan of 1969. This amount represents 75% of the eligible project costs for the following project:

POS 810-13-15
Middle Patuxent Valley Environment Area
Howard County

Allowable Land Cost for 97± acres at \$3,252/acre \$315,400.00

Appraisals

<u>Parcels</u>	<u>Acreage</u>	<u>Value by Lager</u>	<u>Value by Bockover</u>	<u>Averaged Land Cost</u>	<u>Average Cost Per Acre</u>	<u>Allowable Land Cost</u>
1	40±	\$162,000	\$153,500	\$157,750	\$3,943	\$157,750
2	15±	45,000	49,500	47,250	3,150	47,250
3	31±	62,000	65,100	63,550	2,050	63,550
4	4±	18,000	17,500	17,750	4,437	17,750
6	7±	30,000	28,200	29,100	4,157	29,100
<u>Totals</u>	<u>97±</u>	<u>\$317,000</u>	<u>\$313,800</u>	<u>\$315,400</u>	<u>\$3,252</u>	<u>\$315,400</u>

Incidentals \$ 16,350.00

Total Allowable Cost \$331,750.00

State Share (75%) \$248,812.50

Fund Source: Program 81.20 Item 74.13 \$24,563.87
75.13 \$224,248.63

Federal Grant: Not Available

Department of State Planning: Review favorable

Control Number: 5-2-M140

Zoning: R-40

POS 810-13-15
Middle Patuxent Valley Environment Area
Howard County
Item 5A -

Location: This project is located on the Middle Patuxent River from Maryland Route 108 to Maryland Route 32 in West Columbia.
Property Owners:

Parcel #1	McNew Howard
Parcel #2	G. F. Wooten
Parcel #3	W. M. Madigosky
Parcel #4	Robert Woodall
Parcel #6	Irene Johnson

Board of Public Works Action: The above referenced item was:

Approved	Disapproved	Deferred
With Discussion		Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 6A -
OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to the Maryland-National Capital Park and Planning Commission \$28,580.96. This amount represents an addition to Program Open Space assistance committed by the Board of Public Works on the Secretary's June 25, 1973 Agenda, Item 50A.

POS 478-15-88
Woodside Park Development
Montgomery County

This request is being made as a result of increased contract and force account costs caused by time lapse between cost estimate dates and project completion.

Original Cost Estimates	\$190,539.75
Project Completion Costs	416,900.00
Total Allowable State Assistance (41%)	171,485.77
Less Original State Assistance Approved	142,904.81
This Request	28,580.96
Fund Source: Program 81.20	Item 72.15 \$6,469.15
	73.15 \$22,111.81

Federal Grant: Not Available

Department of State Planning: Review favorable - May 23, 1973

Control Number: 73-4-214

Location: The project site is located in Silver Spring, Maryland on the corner of Georgia Avenue and Spring Street.

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 7A -

OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to the City of Rockville \$108,712.50 from the Outdoor Recreation Land Loan of 1969. This project appeared on the Secretary's January 23, 1975 Board of Public Works agenda, Item 12A but was deferred. This project has been inspected by the Department of Natural Resources and is recommended for funding. This amount represents 75% of the eligible project costs for the following project:

POS 733-15-102

Glenora Park Acquisition
Montgomery County

Allowable Land Cost for 7.95 ± acres at \$17,805/acre	\$141,550.00
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Appraisals

John J. Shank - \$143,100.00 (\$18,000.00/acre)

Charles C. Derry - \$140,000.00 (\$17,750.00/acre)

Incidentals	\$ 3,400.00
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Total Allowable Cost	\$144,950.00
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State Share (75%)	\$108,712.50
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Fund Source: Program 81.20 Item 73.15

Federal Grant: Not Available

Department of State Planning: Review favorable - September 13, 1974

Control Number: 75-8-79

Zoning: R-90 (Low density residential)

Location: This project is located west of Route 70-S and south of State Route 28 within the city limits of Rockville. Property Owner: C.L. Carter

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 8A -
OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to the Maryland-National Capital Park and Planning Commission \$22,050.00 from the Outdoor Recreation Land Loan of 1969. This amount represents 100% of the eligible project costs for the following project:

POS 776-16-144
 Forestville/Ritchie Local Park
 Prince George's County

Allowable Land Cost for 1.71± acres at \$12,280/acre \$21,000.00

Appraisals

Anath J. Bright - \$28,000 (\$16,374/acre)
 Dewey M. Freeman - \$20,500 (\$11,988/acre)

Incidentals \$ 1,050.00

Total Allowable Cost \$22,050.00

State Share (100%) \$22,050.00

Fund Source: Program 81.20 Item 75.16

Federal Grant: Not Available

Department of State Planning: Review favorable - March 5, 1975

Control Number: 5-2-M130

Zoning: R-55

Location: This project fronts on 84th Avenue within the subdivision of North Forestville in Forestville, Maryland. Property Owner: Vito Rizzi and wife.

Board of Public Works Action: The above referenced item was:

Approved	Disapproved	Deferred
With Discussion	Without Discussion	

BOARD OF PUBLIC WORKS

April 2, 1975

Secretary's Agenda

Item 10A -
OUTDOOR RECREATION LAND LOAN OF 1969:

Approval is requested to commit to Worcester County \$66,000.00 from the Outdoor Recreation Land Loan of 1969. This amount represents 75% of the eligible project costs for the following project:

POS 805-23-15
John Walter Smith Memorial Park
Worcester County

This project proposes construction of athletic fields, two tennis courts, shuffleboard area and access road.

Total Estimated Development Costs \$88,000.00

State Share (75%) \$66,000.00

Fund Source: Program 81.20 Item 72.23 \$42,028.95
74.23 \$23,971.05

Federal Grant: Not Available

Department of State Planning: Review favorable - March 11, 1975

Control Number: 5-2-M131

Location: This project is located on State Route 365 between Snow Hill and the proposed Snow Hill Bypass.

Board of Public Works Action: The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

ITEMS SUBMITTED ON THE AGENDA OF THE SECRETARY, DEPARTMENT OF BUDGET AND FISCAL PLANNING:

Dr. R. Kenneth Barnes, Secretary of the Department of Budget and Fiscal Planning, presented Items GI-1 through DP 22 and Department of Transportation Items IT through 4T of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 33 through 48, attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items of Exhibit Pages 42 through 54.

GENERAL ITEM

BPW--4/2/75

GI-1 Department of Budget and Fiscal Planning - requests permission to amend sections of Department Regulation Number 02.01.03, "Budget Approval of Request for Proposals and Contractual Services" (attached). It is understood that the regulation is subject to the provisions of Article 41, Section 245; prior to the adoption of the amendments notice will be published in the Maryland Register to afford interested persons opportunity to be heard. 25.01.03.01

Board of Public Works Action - The above referenced item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

Withdrawn

ATTACHMENT TO
General Item 1
BPW--4/2/75

DEPARTMENT OF BUDGET AND FISCAL PLANNING REGULATION 25.01.03.01

BUDGET APPROVAL OF REQUEST FOR PROPOSALS AND CONTRACTUAL SERVICES-REVISED

I. PURPOSE

These regulations set forth those instances where THE REQUIREMENTS FOR approval of the Department of Budget and Fiscal Planning (DBFP) is required before an agency issues a request for a bid proposal and again before an agency awards a contract for goods and or contractual services. The following procedures and policies were adopted by the State Board of Public Works.

II. APPLICATION

- A. These regulations apply to all agencies, departments, boards, commissions or institutions of the State that by transmittal or special payments, purchase and or lease contractual services, automated data processing equipment and such other goods and services as may be directed by statute, the Governor, or the Board of Public Works to be under the control of the DBFP. (see Appendix 1 and 2)
- B. These regulations do not apply to:
 1. Construction and capital expenditures which require approval by the Board of Public Works AND CERTAIN REPAIR AND MAINTENANCE CONTRACTS WHICH BY LAW MUST BE APPROVED BY THE DEPARTMENT OF GENERAL SERVICES.
 2. Supplies, equipment and other goods purchased in accordance with Department of General Services' regulations.

3. Contracts which do not exceed [the total value of \$1,000] \$2,500 IN TOTAL PAYMENT DURING ONE FISCAL YEAR and are [explicitly approved, as] SUPPORTED BY a line item[,] in the annual State budget. "LINE ITEM" FOR THIS PURPOSE MEANS SUB-OBJECT DETAIL IN THE AGENCY'S BUDGET SUBMISSION, CONSISTENT WITH THE BUDGET AS ENACTED, WHICH REASONABLY IDENTIFIES THE TYPE OF SERVICE: FOR EXAMPLE, MEDICAL, PSYCHOLOGICAL, ENGINEERING, ACCOUNTING, ADVERTISING, GROUNDS MAINTENANCE, WELL DRILLING. HOWEVER, CONTRACTS EXEMPTED UNDER II.B.3 MUST BE IN WRITING, MUST CONTAIN THE CLAUSES LISTED IN III.C.2 UNLESS CLEARLY INAPPLICABLE, AND MUST BE KEPT ON FILE BY THE AGENCY FOR AUDIT PURPOSES.
 4. Students employed on a part-time basis in [the various] State colleges and institutions.
 5. PATIENTS WORKING IN THE STATE HEALTH INSTITUTIONS, SUBJECT TO BUDGETARILY APPROVED FUND SOURCE.
- C. An agency [that is] in doubt as to the application of these regulations or that is faced with an emergency situation should seek the advice of [the] DBFP before [initiating any request for a bid proposal for contractual goods or services.] CONTRACTING.

III. PROCEDURES

A. General

1. The agency shall use the form designated "Requests for Proposal and Contractual Services - Budget Approval" (Form BB-4), which replaces [and is to be used in lieu

of] the forms entitled "Request to Employ Consultant Services" and "Data Processing Service Request" (Form DP-1201).

2. Form BB-4 shall be prepared in quadruplicate when:
 - a. The agency submits a FORMAL request for a bid proposal (RFP) for contractual goods or services to DBFP for its [approval] REVIEW AND COMMENT; and
 - b. The agency submits the contract[ual agreement] to [the] DBFP for its approval.

3. All "Requests for Proposal and Contractual Services" (Form BB-4) involving data processing services or resources shall be submitted in accordance with the guidelines in the "State of Maryland Data Processing Standards Manual" which sets forth certain documentation and other requirements that must be completed by the agency.

4. REFERENCE TO THE HEAD OF THE AGENCY IN THESE REGULATIONS AND APPENDICES INCLUDES A PERSON OR PERSONS DESIGNATED BY THE AGENCY HEAD TO PERFORM CONTRACT FUNCTIONS. THE AGENCY SHALL KEEP DBFP INFORMED IN WRITING OF THE IDENTITY OF ALL SUCH DESIGNEES.

B. Requests for Bid Proposals for Contractual Goods and Services

1. AN RFP SHALL BE PREPARED BY AN AGENCY INTENDING TO CONTRACT FOR GOODS AND SERVICES:

- A. WHEN DIRECTED BY STATUTE, EXECUTIVE ORDER OR BOARD OF PUBLIC WORKS ACTION;

- B. IN ALL OTHER CASES, UNLESS THE AGENCY DETERMINES
- I. THAT SOLICITATION OF COMPETING BIDS OR PROPOSALS IS CONTRARY TO ESTABLISHED PRACTICE IN THE FIELD (FOR EXAMPLE, SERVICES OF INDIVIDUAL MEMBERS OF A PROFESSION WHOSE ETHICS OR STANDARD PRACTICES PRECLUDE OFFERING SERVICES ON A BID BASIS), OR IS INCONSISTENT WITH THE PURPOSE OF THE CONTRACT (FOR EXAMPLE, GRANT FUNDS WHICH MUST BE EXPENDED BY CONTRACT WITH A PARTICULAR PUBLIC BODY OR INSTITUTION).
 - II. THAT INFORMAL SOLICITATION OF COMPETING BIDS OR PROPOSALS IS CUSTOMARY AND WILL AFFORD DEFINITE COST ADVANTAGES TO THE AGENCY, COMPARED TO USE OF AN RFP (FOR EXAMPLE, CONTRACTUAL EMPLOYEES HIRED ON AN INTERVIEW BASIS, AND CONTRACTS FOR STANDARDIZED GOODS OR SERVICES WHERE PRICES CAN BE MOST READILY ASCERTAINED BY TELEPHONE).

ALL AGENCIES ARE RESPONSIBLE IN ALL CASES FOR OBTAINING THE BEST PRICE CONSISTENT WITH THE OBJECTIVES OF THE CONTRACT. THIS RESPONSIBILITY WILL BE MONITORED BY DBFP AT THE REVIEW AND COMMENT STAGE WHEN AN RFP IS USED; AT THE CONTRACT APPROVAL STAGE FOR ALL CONTRACTS SUBJECT TO THESE REGULATIONS; AND AT THE POST-AUDIT STAGE GENERALLY. ALL AGENCIES ARE RESPONSIBLE IN ALL CASES FOR OBTAINING APPROVAL OF DBFP PRIOR TO AWARD OF CONTRACT SUBJECT TO THESE REGULATIONS.

2. WHEN AN AGENCY INTENDS TO ENTER INTO A CONTRACT WITHOUT USE OF AN RFP, THAT FACT SHALL BE DISCLOSED ON FORM BB-4 AT THE TIME THE CONTRACT IS SUBMITTED TO DBFP FOR APPROVAL. FORM BB-4 SHALL INCLUDE A FULL EXPLANATION OF THE PROCEDURE ACTUALLY FOLLOWED FOR CONTRACTOR SELECTION, AND HOW COMPETITIVE BIDS OR PROPOSALS WERE SOLICITED, OR WHY THEY WERE NOT SOLICITED. FORM BB-4 SHALL HAVE ATTACHED ALL DOCUMENTATION OF THE PROCEDURE FOLLOWED, FOR EXAMPLE, RECORDS OF TELEPHONE PRICE ASCERTAINMENT.
3. WHEN AN AGENCY INTENDS TO PREPARE AN RFP AND SUBSEQUENTLY TO ENTER INTO A CONTRACT ON THE BASIS OF RESPONSES TO THE RFP, A [A] copy of the [agency's request for a bid proposal] RFP for contractual goods or services must be submitted together with completed Form BB-4 to [the] DBFP prior to the solicitation for bids.
 - [2] 4. Except for emergencies the [request for a bid proposal] RFP, WHERE EMPLOYED, shall be submitted for review to [the] DBFP at least ten working days prior to implementation.
 - [3] 5. DBFP will review and [approve or disapprove] COMMENT ON the agency's [request for a bid proposal for contractual goods or services] RFP, NORMALLY WITHIN 5 WORKING DAYS AFTER RECEIPT. [The agency will be advised of the reason in the event the request is disapproved.] THE AGENCY SHALL ACKNOWLEDGE AND IS

EXPECTED TO COMPLY WITH THE COMMENTS OF DBFP, WHILE RESERVING ITS AUTHORITY OVER MATTERS OF SUBSTANTIVE POLICY. FAILURE OF DBFP TO COMMENT ADVERSELY OR TO COMMENT AT ALL ON AN RFP DOES NOT NECESSARILY IMPLY APPROVAL BY DBFP OF THE CONTRACT AT THE TIME THE CONTRACT IS SUBMITTED TO DBFP. HOWEVER, DBFP WILL ATTEMPT TO ANTICIPATE IN ITS REVIEW AND COMMENTS AT THE RFP STAGE, ANY POTENTIAL PROBLEMS AT THE CONTRACT STAGE.

- [4] 6. After an agency receives [approval from] AND HAS RESOLVED ANY COMMENTS OF DBFP, OR IF DBFP DOES NOT COMMENT ON THE RFP WITHIN 10 WORKING DAYS AFTER RECEIPT, it may proceed to solicit proposals for contractual goods and services, evaluate the bid proposals and recommend the most advantageous bid proposals to [the] DBFP.
- [5] 7. An agency's [request for a bid proposal for a contract for goods or services] RFP OR COMMUNICATION IN THE NATURE OF AN RFP TO POTENTIAL CONTRACTORS must include the specific provision that the State reserves the right to reject any or all proposals without cost or detriment to the State [and]. THE RFP SHALL REQUIRE CERTIFICATION by [the contractor] CORPORATE BIDDERS of Corporation Registration AND TAX PAYMENT with the Maryland State Department of Assessments and Taxation (Appendix 3).
- [6] 8. An agency must give all pertinent information and equal treatment to all prospective contractors as to the agency's contractual requirements.

C. Contracts

1. Copies of all bid proposals for contractual goods or services, WHERE UTILIZED, together with three copies of the [agency's recommended bidder's formal] PROPOSED contract and the completed Form BB-4, in quadruplicate, must be submitted to [the] DBFP. [The] DBFP will review and approve or disapprove the recommended [bid proposal and formal] contract. The agency will be advised PROMPTLY of the reasons in the event of disapproval, SO THAT THE CONTRACT CAN BE REBID OR REAWARDED, OR CORRECTED TO ELIMINATE THE OBJECTIONS, OR AN IN-HOUSE ALTERNATIVE METHOD DEvised TO ACCOMPLISH THE PURPOSE OF THE CONTRACT, AS THE CASE MAY BE. Approval from DBFP allows the agency to implement the contract.
2. a. [Written contracts] CONTRACTS MUST BE WRITTEN AND must contain, as a minimum, the following
 - [a] 1. Specific purpose of the contract, AND A SCOPE OF SERVICES ADEQUATE TO INFORM NOT ONLY THE CONTRACTOR, BUT ALSO ANY THIRD PERSON WITHOUT SPECIAL KNOWLEDGE OF THE BACKGROUND OF THE CONTRACT, EXACTLY WHAT THE CONTRACTOR IS EXPECTED TO ACCOMPLISH.
 - [b] 2. The period covered BY THE CONTRACT, AND DEFINITE COMPLETION DATES FOR THE TOTAL SERVICES AND FOR EACH INTERMEDIATE STAGE OR PHASE OF THE CONTRACT WHICH IS SPECIFIED IN THE SCOPE OF SERVICES.

- [c] 3. Parties to the contract (title and organization) INCLUDING CORRECT LEGAL IDENTITY AS CORPORATION, PARTNERSHIP, OR INDIVIDUAL.
- [d] 4. Determination of payment (fixed price upon completion; periodic invoicing; rate calculation; in-kind, etc.)
- [e] 5. WHO FURNISHES Materials, equipment and supplies [furnished by the] (contractor, [and/or] State [and/] or other parties).
- [f] 6. Termination clauses
- [g] 7. A statement as to whether the contractor or the State will withhold taxes and Social Security.
- [h] 8. A statement that the contractor will comply with any and all laws as they relate to employees. (THIS IS INTENDED TO INCLUDE WAGE AND HOUR LAWS, REQUIRED WORKMEN'S COMPENSATION INSURANCE, OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS, COLLECTIVE BARGAINING LAWS, ETC.)
- 9. AGREEMENT BY THE CONTRACTOR NOT TO DISCRIMINATE IN EMPLOYMENT AND SUBCONTRACTING ON THE BASIS OF RACE, NATIONAL ORIGIN, RELIGION, SEX, MARITAL STATUS, OR PHYSICAL HANDICAP NOT PREVENTING THE INDIVIDUAL FROM PERFORMING THE WORK.
- [i]10. Certification that the contractor, if a corporation, has complied with the State's statutory registration, qualification, recording and filing requirements, AND IS NOT DELINQUENT IN TAXES. (Appendix 3)

- [j]11. The contractor's warranty of the work OR QUALITY OF SERVICES to be performed under the contract.
- [k]12. A statement that the contractor will maintain and retain all records and documents relating to the performance of the contract for a period of three years after completion of the contractual services and will make such records available for audit and inspection by authorized State representatives.
13. A PROCEDURE FOR POSITIVE TIME REPORTING BY ALL CONTRACTORS WHOSE COMPENSATION DEPENDS WHOLLY OR PARTLY ON TIME WORKED.
14. DESIGNATION, BY NAME AND TITLE OR POSITION WITH THE AGENCY, OF A CONTRACT MONITOR, WHO SHALL BE PERSONALLY FAMILIAR WITH PROGRESS OF THE CONTRACT THROUGHOUT ITS DURATION AND TO WHOM PROBLEMS OR DISPUTES ARISING UNDER THE CONTRACT SHALL BE REFERRED FIRST.
15. PROVISION FOR REIMBURSEMENT OF EXPENSES, IF APPLICABLE AND IF INTENDED TO BE IN ADDITION TO COMPENSATION FOR SERVICES. REIMBURSEMENT SHALL NOT BE MORE LIBERAL THAN CORRESPONDING STANDARD STATE TRAVEL REGULATIONS.

[1] B. All contracts must be signed by the head of the requesting agency or his authorized representative and by the contractor and witnessed. NORMALLY THE AGENCY WILL NOT SIGN THE CONTRACT UNTIL AFTER IT IS RETURNED APPROVED FROM DBFP.

- C. THE PROPOSED CONTRACTOR MUST BE CLEARLY ADVISED BY THE AGENCY THAT THE CONTRACT IS NOT BINDING UNTIL APPROVAL BY DBFP AND SIGNATURE BY THE AGENCY.
- D. ALL AGENCIES ARE STRONGLY ENCOURAGED TO DEVISE A STANDARD FORM OF CONTRACT, CONTAINING THOSE CLAUSES WHICH ARE THE SAME IN ALL OR MOST CONTRACTS, AND PERMITTING INSERTION OF THE MATTER WHICH IS DIFFERENT FOR EACH CONTRACT. DBFP WILL ASSIST AGENCIES IN THIS EFFORT, WITH THE PURPOSE OF DEVELOPING A STANDARD FORM FOR USE BY ALL AGENCIES.
3. The contractor and the head of the agency must also complete the appropriate certifications - Appendix 4 and Appendix 5.
4. [A statement that contracts] Contracts extending beyond the current fiscal year and requiring the expenditure of funds of the ensuing fiscal year, [are] SHALL STATE THAT SUCH EXTENSION IS subject to [the General Assembly appropriating] BUDGETARY AVAILABILITY of the funds to support the contract.

Example: ["It is further agreed and understood by the parties hereto that the failure of the General Assembly of Maryland to appropriate funds for any future fiscal year in which the contract may be operative, will entitle the State to terminate the contract at the beginning of the Fiscal Year for which no funds have been appropriated.]"

"NOTWITHSTANDING THE TERMINATION DATE OF MAY 15, 1980 IN PARAGRAPH _____, THE DEPARTMENT MAY TERMINATE THIS CONTRACT, WITHOUT LIABILITY, AS OF JUNE 30, 1979, IF FOR ANY REASON THERE ARE NO FUNDS APPROPRIATED FOR THIS CONTRACT IN THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 1980."

5. Contracts [will be referred to] MUST BE APPROVED AND SIGNED IN ADVANCE BY the Attorney General OR A DEPUTY OR ASSISTANT ATTORNEY GENERAL, AS TO FORM AND [for determination of] legal sufficiency.
6. The DBFP will establish a control system and assign a control number to each approved contract and such control number must be recorded by the agency on transmittals and special payment payrolls when submitted for payment.
7. Where a contract contains a provision requiring a contractor to submit a final report to the agency, a copy of such report will be submitted by the agency to [the] DBFP.
8. AN AGENCY MAY COMMIT ITSELF TO A CONTRACT FOR GOODS OR SERVICES, WITHOUT PRIOR DBFP APPROVAL, ONLY WHERE ABSOLUTELY NECESSARY FOR THE PROTECTION OF HEALTH, SAFETY, OR PROPERTY. AS SOON AS POSSIBLE AFTER ENTERING INTO SUCH A CONTRACT, THE AGENCY SHALL SUBMIT THE CONTRACT TOGETHER WITH FORM BB-4 TO DBFP, INCLUDING AN EXPLANATION OF THE EMERGENCY.

(Italics)

IV. POLICIES

- A. [The] DBFP will expect a concise and well-formulated statement from the requesting agency as to the reason for the [bid proposal for contractual goods or services and will conduct its own analysis and investigation on the merits of the request.] PROPOSED CONTRACT. THIS STATEMENT WILL BE FURNISHED ON OR AS AN ATTACHMENT TO FORM BB-4 WHEN REVIEW

AND COMMENT IS SOUGHT ON THE RFP, WHEN AN RFP IS USED.
IF AN RFP IS NOT USED, THIS STATEMENT WILL BE FURNISHED
ON OR AS AN ATTACHMENT TO FORM BB-4 WHEN CONTRACT APPROVAL
IS SOUGHT. CONTRACT APPROVAL WILL BE BASED ON DBFP'S OWN
ANALYSIS AND INVESTIGATION OF THE BUDGETARY AND PROCEDURAL
ASPECTS OF THE CONTRACT, AND OF ITS OVERALL ADVANTAGE OR
DISADVANTAGE TO THE STATE, WITHOUT INFRINGEMENT OF THE
AGENCY'S AUTHORITY IN MATTERS OF POLICY, AND WITHOUT
RELINQUISHMENT OF DBFP'S OVERSIGHT AS TO ORDERLY, FAIR,
AND ECONOMICAL PRACTICES.

B. The agency must certify to [the] DBFP that there is currently
available in the agency's budget sufficient funds for any
proposed contract[ual agreement].

C. Article 64A, Section 24A of the Annotated Code of
Maryland provides that:

"A State agency may not enter into a contractual
arrangement for employment with any person who
has left State employment, other than by reason
of retirement, until the person has been out of
State employment for a period of one year. The
term 'contractual arrangement' shall not include
rehiring of a person into the State employment
system."

D. [Contractual agreements] CONTRACTS employing regular State
employees are subject to the Secondary Employment Within
State Service Rule 06.01.54 promulgated by the Department
of Personnel and adopted by the Board of Public Works.

E. Contracts shall be drafted on the basis of a "fixed"
or "not to exceed" compensation.

- F. Payments shall not be advanced, by the State, beyond work actually completed, unless so provided under the terms of the contract.
- G. Contracts involving data processing services or equipment are covered under Article 15A, Section 23B of the Annotated Code which provides as follows:

"... All changes effected by any department or agency pertaining to data processing shall first be reviewed and approved by the Secretary (DBFP) for compatibility with existing procedures and equipment. The purchase, lease or rental of mechanical or electronic data processing equipment for all State departments and agencies shall be reviewed and approved by the Secretary prior to the purchase, lease or rental."

- H. THE AGENCY SHALL INFORM THE COMPTROLLER'S OFFICE WHERE A CONTRACTOR, NOT REGULARLY ENGAGED IN BUSINESS IN MARYLAND, EMPLOYS PERSONS IN MARYLAND TO FULFILL ITS CONTRACT, AND IN ALL CASES WHERE A CONTRACTOR IS KNOWN TO BE IN FINANCIAL DIFFICULTY, SO THAT THE COMPTROLLER CAN VERIFY PAYMENT OF WITHHOLDING TAXES, PRIOR TO FINAL CONTRACT PAYMENT.

V. FORM PREPARATION

A. "The Requests for Proposal and Contractual Services - Budget Approval" (Form DB-4) is a dual purpose form. It is to be completed in quadruplicate and submitted to the Department of Budget and Fiscal Planning WHEN THE RFP METHOD OF CONTRACTOR SELECTION IS USED, to obtain approval REVIEW AND COMMENT prior to the solicitation of proposals. After approval is obtained to solicit proposals, Form BB-4 is to be completed again in quadruplicate and submitted with a copy of the recommended proposal, IF ANY, and three copies of the contract to DBFP for approval to award the contract; IN ALL CASES.

The agency shall indicate in the appropriate box at the top of the form whether approval REVIEW AND COMMENT IS requested is for solicitation of bid proposals or APPROVAL IS REQUESTED for award of contract. DBFP Control No. is a control system for payments under the contract by the State Comptroller.

B. Instructions:

1. Department: Full name of the State agency without abbreviations.
2. Appropriation Code: In addition to the eight digit code number, state the Object of Expenditure to which the contract cost will be charged.

3. Source of Funds: State whether General, Federal, Special, or Non-budgeted funds.
4. Date: Date of preparation of Form BB-4
5. Description of Service: To include the objectives and scope of the service requested.
6. Purpose: A projection by the requesting agency of the benefits to be derived from the requested services. By way of illustration only, this may include the saving of man-hours, cost, time, management effectiveness or evaluation of personnel.
7. Justification for Requesting Services From Outside Sources: Full justification must be presented as to why the agency cannot perform the requested service within the existing personnel staff structure.
8. Anticipated (RFP)/Actual (Contracting) Cost: Agency shall estimate anticipated costs when requesting approval to solicit proposals. Actual costs will be shown when approval is requested for contractual services. A basis of calculation of payment should be shown where determinable.
9. Estimated Additional Costs to State: The agency will estimate, as closely as possible, the dollar value of all State resources that will be provided by the State to support and implement the contract.

10. Contractors: The agency shall list the names of all individuals, firms or corporations to whom the request for proposal will be sent. When completing Form BB-4, for approval of contractual services, the agency will list all contractors to whom the request for proposal was sent and indicate their proposal or lack of response.
11. Selected Contractor: The agency shall state the name of the individual, firm or corporation recommended. Full justification and documentation shall accompany Form BB-4 to support the agency's evaluation and basis for the recommendation of the particular contractor.
12. Beginning Date/Completion Date: For "Request for Proposal," fill in the project start and stop dates within which the agency desires the work completed. For contractual services, fill in the start and stop dates as stated in the contract.
13. Project No.: This is for the internal use of the requesting agency as a control number to distinguish projects.
14. Requesting Department:
 - a. Requestor: The signature and title of the agency's authorized representative.
 - b. Funds Certification: The certification of the requesting agency's finance officer as to the availability of sufficient funding for the project and whether Budget Amendment or Object Transfer is necessary to accomplish such funding.

15. Other State Organizations: This block needs to be filled in only where another State agency is involved in the project. Where the request is disapproved, reason will be given by the other State agency. Projects involving Data Processing Service Center resources require approval of the affected Data Processing Service Center.

16. Department of Budget and Fiscal Planning:

- a. Budget Analysis: All requests will be forwarded to the Division of Budget Analysis for approval. Reason will be given for disapproval.
- b. Management Information Systems: All requests involving data processing will be forwarded to the Management Information Systems Division for approval. Reason will be given for disapproval.

If there is not sufficient space on the face of the form to adequately provide the necessary information, supplementary information may be attached and referenced upon Form BB-4.

BUDGET APPROVAL: REQUEST FOR PROPOSAL
 CONTRACTUAL SERVICES

DB&FP CONTROL NO. _____
 TRANSMITTAL _____ SPECIAL PAYMENTS _____

DEPARTMENT _____	APPROPRIATION CODE _____	SOURCE OF FUNDS _____	DATE _____
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DESCRIPTION OF SERVICE _____

PURPOSE _____

JUSTIFICATION FOR REQUESTING SERVICES FROM OUTSIDE SOURCES _____

ANTICIPATED (RFP) /ACTUAL (CONTRACTING) COST TOTAL COST OF CONTRACT \$ _____ $\left(\frac{\text{FREQUENCY}}{\text{RATE}} \times \$ \right)$		ESTIMATED ADDITIONAL COSTS TO STATE STATE PERSONNEL \$ _____ STATE EQUIPMENT/SUPPLIES _____ OTHER _____ TOTAL \$ _____	
l JERS a. _____ \$ _____ b. _____ \$ _____ c. _____ \$ _____ d. _____ \$ _____ e. _____ \$ _____	SELECTED BIDDER _____ \$ _____ BEGINNING DATE _____ COMPLETION DATE _____ PROJECT NO. _____		

AUTHORIZATIONS

REQUESTING DEPT.	Action	Signature	Title	Date
REQUESTOR				
FUNDS CERTIFICATION				
OTHER STATE URGAN. (OPT)	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>			
BUDGET ANALYSIS	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>			
MGMT. INFO. SYS. (DATA PROC. ONLY)	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>			



MARVIN MANDEL
GOVERNOR

STATE OF MARYLAND
DEPARTMENT OF BUDGET AND FISCAL PLANNING

R. KENNETH BARNES
SECRETARY

MEMORANDUM TO: TO ALL STATE AGENCIES

SUBJECT: Proper Use of Payrolls - Policy originally adopted
October 8, 1968 by Departments of the Comptroller, Budget
and Fiscal Planning and Personnel - Revised effective
July 1, 1974 _____, 1975.

I. General

A. There are three methods of paying individuals for services they render the State of Maryland. Each method has been designed for specific purposes and it is not a matter of discretion or convenience to select one or the other method of payment. It is most urgent that appointing authorities and fiscal personnel become fully familiar with the methods of payment so that they may be properly applied. The improper application of a method of payment may result in a direct claim against the appointing authority resulting from damages incurred by an employee or resulting from the failure to make the proper withholdings for social security purposes.

B. Methods of Payment

1. Payment by Transmittal -

- a. This method may only be used where a bona fide contractual or consultant relationship exists. Such a relationship precludes the existence of an employer-employee relationship.
- b. Standards for determining that an employer-employee relationship exists.
 - (1) The using agency has the right to control and direct the performance of the services not only as to results but also as to details and means.
 - (2) The using agency has the right to discharge.
 - (3) The using agency furnishes tools and a place to work.

- (4) The person involved renders his services exclusively to one using agency.
 - (5) Examples of persons normally accepted as independent contractors or consultants are: Physicians, lawyers, dentists, veterinarians, construction contractors, public stenographers, provided these persons are engaged in the pursuit of an independent trade, business or profession in which they offer their services to the public.
- c. If an employer-employee relationship exists the person, regardless of title used or the existence of a written agreement, may not be considered as an independent contractor or consultant.
 - d. Where no employer-employee relationship exists and the person renders a bona fide contractual service, he submits an invoice specifying the service rendered and the amount due him. The agency enters the name of the payee on a transmittal along with other bills for contractual services, supplies, etc., to be paid by the Comptroller's Office.
 - e. No Federal withholding deductions or Social Security deductions are made for persons paid via transmittal to the Comptroller's Office. Claims and penalties resulting from the improper designation of employees as independent contractors or consultants may become the responsibility of the appointing authority.
 - f. Questions concerning the existence of a proper contractual relationship should be referred to the assigned budget analyst of the Department of Budget and Fiscal Planning.

2. Special Payments Payroll

- a. The Special Payments Payroll was established to provide a means of paying individuals who cannot be properly designated as being independent contractors or consultants as defined above, but whose employment with the State is of [such] a [casual] TEMPORARY nature SUCH that it would not be worthwhile to place them in a more regular employment status.

SPECIAL PAYMENTS PAYROLL MAY BE USED FOR EMPLOYMENT OR MORE THAN CASUAL DURATION AND SIGNIFICANCE, BUT NOT WHERE A PERMANENT RELATIONSHIP IS CONTEMPLATED.

- b. The following rules have been established for placing employees on the Special Payments Payroll:
 - (1) When they are in Student status in the institutions where employed such student status must be indicated on the Special Payments Payroll.
 - (2) It would be improper to use this payroll for the payment to individuals who may no longer be retained on the regular State payroll.
 - c. For each employee on the Special Payments Payroll there must be an approved BB-4 form except for those in student status.
 - d. Questions pertaining to the use of the Special Payments Payroll should be referred to the assigned budget analyst of the Department of Budget and Fiscal Planning.
 - e. Claims resulting from the improper use of the Special Payments Payroll may become the responsibility of the Appointing Authority.
3. Regular Payroll - When an employer-employee relationship exists but does not satisfy the conditions for payments through the Special Payments Payroll, the normal appointment procedures of the Department of Personnel must be followed.



MARVIN MANDEL
GOVERNOR

APPENDIX 2

EXECUTIVE DEPARTMENT

ANNAPOLIS, MARYLAND 21404

October 28, 1969

EXECUTIVE ORDER

TO ALL DEPARTMENT HEADS:

Article 15A, Section 3, Paragraph 23B of the Legislative Acts of 1969, as amended, places primary responsibility in the Department of Budget and Fiscal Planning in consultation with the State Comptroller, for planning and control of the State automatic data processing (ADP) function. To provide the requisite framework for achieving and maintaining a viable and efficient ADP capability, the ADP policies herein described will be immediately implemented.

- A. The State will manage and develop its ADP resources according to a master plan and implementation schedule, periodically updated to reflect future information requirements.
- B. Mechanization of any systems will be limited to those which can be measured in terms of savings of manpower, funds, time, or which contribute significantly to management effectiveness. All systems must have prior approval of the Department of Budget and Fiscal Planning.
- C. All State ADP personnel except the State Central ADP Staff will report functionally and administratively to ADP Directors responsible for the several Data Processing Service Centers defined by the Department of Budget and Fiscal Planning. Departments not having ADP resources will maintain ADP liaison with the appropriate Data Processing Service Center.
- D. The ADP resources of the State will be identified in the budget as separate cost centers corresponding to the Data Processing Service Centers.
- E. Acquisition of new equipment, augmentation of existing equipment, or disposal of equipment no longer required must have prior approval of the Department of Budget and Fiscal Planning.
- F. Acquisition of equipment by one agency will not preclude the use of that equipment by another agency. Where feasible, an agency will make machine time available on a regular recurring basis to meet the requirements of the agency not having equipment. Centralization of data processing services will be fully exploited where cost reductions without adverse effect can be achieved.

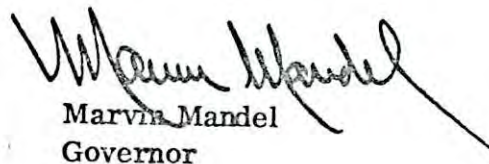
G. All changes effected by any department or agency pertaining to data processing systems shall first be reviewed and approved by the Department of Budget and Fiscal Planning.

H. All contracts or partnerships affecting State ADP resources will be accomplished by and through the Department of Budget and Fiscal Planning.

I. Centralized control of the planning and utilization of Statewide ADP resources will be accomplished by the State Central ADP Staff in conjunction with the State ADP Management Review Board.

The Department of Budget and Fiscal Planning will immediately convene the ADP Management Review Board, as herein described, for the purpose of providing executive guidance in the formulation and review of plans and policies for the development, acquisition and utilization of State ADP resources. Furthermore, the Department of Budget and Fiscal Planning will immediately constitute the Central ADP Staff, as herein described, to provide a focal point for ADP planning and management control of State ADP resources and to assist the several Departments and Agencies of the State in the continuing development and application of requisite resources for fulfilling their respective stated objectives.

All Departments are expected to comply with the spirit of this Executive Order and ensuing procedural and organizational directives requisite for its promulgation. If you have any questions relative to this Executive Order, contact the Department of Budget and Fiscal Planning.


Marvin Mandel
Governor

CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I HEREBY CERTIFY that I am the _____ (title)
and the duly authorized representative of [the firm of]

_____ (NAME OF CORPORATION)
whose address is _____,

[and that said] A domestic foreign corporation WHICH is registered in accordance with Article 23[,] of the Annotated Code of Maryland and is in good standing and has filed all its annual reports together with its filing fees with the Maryland State Department of Assessments and Taxation, AND THAT THE NAME AND ADDRESS OF ITS RESIDENT AGENT FILED WITH THE MARYLAND STATE DEPARTMENT OF ASSESSMENTS AND TAXATION IS:

(NAME) _____
(ADDRESS) _____

I FURTHER CERTIFY THAT THE CORPORATION HAS PAID OR ARRANGED FOR PAYMENT OF ALL TAXES DUE TO THE STATE OF MARYLAND AND HAS FILED ALL REQUIRED RETURNS AND REPORTS WITH THE COMPTROLLER AND WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION, AND WILL HAVE PAID OVER ALL WITHHOLDING TAXES DUE TO THE STATE OF MARYLAND PRIOR TO FINAL SETTLEMENT.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING CERTIFICATION IS TRUE AND CORRECT.

(signature)

(date)

[Sworn to and subscribed before me _____
this _____ day of _____, 19__.

(notary public)

CERTIFICATION OF SECRETARY, ADMINISTRATOR OR AGENCY CHIEF

I HEREBY CERTIFY that I am the _____
(title)

of _____ of Maryland and that,
to the best of my knowledge, information and belief, the contractor
or his representative has not been required, directly or indirectly
as an express or implied condition in connection with obtaining
or carrying out this contract to:

- (a) Employ or retain, or agree to employ or retain, any firm or person, or
- (b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation or consideration of any kind;

Except as herein expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Secretary of the Department of Budget and Fiscal Planning of Maryland, and where appropriate, to the Board of Public Works, in connection with this contract and is subject to applicable laws, both criminal and civil.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING CERTIFICATION IS TRUE AND CORRECT.

(signature)

(date)

Sworn to and subscribed before me _____
this _____ day of _____, 19__.

(notary public)

I acknowledge that this certification is subject to applicable laws, both criminal and civil.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING CERTIFICATION IS TRUE AND CORRECT.

(signature)

(date)

/Sworn to and subscribed before me _____

this _____ day of _____, 19 ____.

(notary public)

GENERAL ITEM

BPW--4/2/75

GI-2 State Department of Education--Division of Vocational Rehabilitation - requests permission for Vera Maizels, Rehabilitation Counselor, to attend a training program in developing opportunities for blind persons in competitive employment, at Southern Illinois University, from May 4-30, 1975. Entire cost of training is to be paid by the U. S. Department of Health, Education and Welfare through a grant to the Southern Illinois University. In accordance with Article 64A, Section 49, of the Annotated Code of Maryland, this training has been reviewed and approved by the Secretary of Personnel. This request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval. 36.01.01.11

Board of Public Works Action - The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

GI-3 State Department of Education--Division of Vocational Rehabilitation - requests permission for the persons listed below to attend an advanced level training course in rehabilitation at the University of Virginia, Charlottesville, Virginia, on the dates listed below. Tuition and registration fees are \$75 per attendee to be paid by 90% Federal Funds and 10% General Funds; all other expenses are provided by the U. S. Department of Health, Education and Welfare through a grant to the University of Virginia. In accordance with Article 64A, Section 49, of the Annotated Code of Maryland, this training has been reviewed and approved by the Secretary of Personnel. This request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval. 36.01.01.11

<u>Name</u>	<u>Classification</u>	<u>Dates</u>
Anthony Hebron	Counselor	March 23 - April 4, 1975
Thetius Saunders	Counselor	March 23 - April 4, 1975
Martin Cruise	Rehabilitation Supervisor	April 21 - May 2, 1975
Angelia Heimert	Counselor	April 21 - May 2, 1975
Alan Nemerofsky	Counselor	April 21 - May 2, 1975

Board of Public Works Action - The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

GI-4 Department of Health and Mental Hygiene--Office of the Secretary - requests permission for the following employees of the Division of Licensing and Certification to attend the Advanced Health Facilities Surveyor Training Course at Tulane University, New Orleans, Louisiana, for the period set forth. The expenses incurred are 100% reimbursable from the Federal Government under the Medicare and Medicaid programs. In accordance with Article 64A, Section 49, of the Annotated Code of Maryland, the training has been reviewed and approved by the Secretary of Personnel. This request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval.

32.01.01.07

<u>Names</u>	<u>Dates</u>	<u>Cost</u>
Geri Mendelson	April 6 to 18, 1975	\$502.74
Catherine Broderson	April 6 to 18, 1975	\$502.74

Board of Public Works Action - The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

GENERAL ITEM

BPW--4/2/75

GI-5 Department of Licensing and Regulation--Division of Labor and Industry - requests permission for the personnel listed below to attend a course in occupational safety and health training for industrial hygiene at the Occupational Safety and Health Administration Training Institute in Rosemont, Illinois, for the period April 15 - May 9, 1975. The \$941 cost of training per individual is to be funded 50% by Federal Funds and 50% by General Funds. The General Funds are reimbursable from Workmen's Compensation premiums. In accordance with Article 64A, Section 49, of the Annotated Code of Maryland, the training has been reviewed and approved by the Secretary of Personnel. This request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval. 34.12.00.08

<u>Names</u>	<u>Title</u>
Maurice Wooden	Industrial Hygienist II
Donovan Bishoff	Industrial Hygienist I
William Lee	Industrial Hygienist I
John Rekus	Industrial Hygienist I

Board of Public Works Action - The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

GI-6 Department of Natural Resources--Natural Resources Police - requests permission for Samuel S. Reeder, Jr., Natural Resources Police Officer II, to attend an outboard marine engine course at the Outboard Marine Corporation, Fairfield, New Jersey, from June 16-27, 1975. The \$268 cost of training will be funded with 100% General Funds. In accordance with Article 64A, Section 49, of the Annotated Code of Maryland, this training has been reviewed by and recommended by the Secretary of Personnel. This request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval. 30.01.07.01

Board of Public Works Action - The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

GENERAL ITEM

BPW--4/2/75

GI-7 Department of Personnel--Division of Social Security - requests permission to adjust, according to the appended schedule, the unpaid and overdue audit assessments for contributions to the Teachers' Retirement System and Social Security for employees of various local Boards of Education and Libraries. At the May 15, 1974, meeting, the Board of Public Works approved the appointment of a committee to review the many issues involved in the determination of the amounts owed and to make recommendations to the Board. The members of the committee are:

- Jon F. Oster, Deputy Attorney General, Chairman
- Dr. James A. Sensenbaugh, State Superintendent of Schools
- Dr. M. Thomas Goedeke, Superintendent of Schools for Howard County
- C. G. Christis, Assistant Secretary of Personnel for Retirement Systems
- Jay Bixby, Budget Analyst, Department of Budget and Fiscal Planning

The committee recommends that the adjustments be made on outstanding audits for Social Security through December 31, 1971, and for retirement through June 30, 1972. The committee notes that a number of elements leading to misunderstanding of local obligations are no longer present hence the proposed settlements should not be considered precedents for resolving audit assessments subsequent to those contained in this recommendation. This request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval.

26.01.05.01
26.04.00.01

Board of Public Works Action -- The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
<u>With Discussion</u>	Without Discussion	Withdrawn

*The Board of Public Works approved the above item with the understanding that the Counties will make payment on or before June 30, 1975.

It is further understood that this request is approved with the condition that the Legislative Auditor be appraised of the settlement, and request his approval of the Board's action.

SOCIAL SECURITYRETIREMENT

7.

	<u>Audit Deficiency and Amount Outstanding</u>	<u>Proposed Settlement</u>	<u>Audit Deficiency and Amount Outstanding</u>	<u>Proposed Settlement</u>
Anne Arundel Co. Bd. of Education	\$26,458.21	\$13,229.21	\$10,771.71	\$5,385.00
Anne Arundel Co. Library	4,290.58	2,145.00	- -	- -
Allegany Co. Bd. of Education	- -	- -	4,507.78	2,253.00
Baltimore Co. Bd. of Education	88,540.94	44,270.00	12,403.88	6,201.00
Baltimore Co. Library	8,469.85	4,234.00	- -	- -
Caroline Co. Bd. of Education	- -	- -	6,087.72	3,043.00
Cecil Co. Bd. of Education	768.77	384.00	93.93	46.00
Charles Co. Bd. of Education	- -	- -	42,516.96	21,258.00
Dorchester Co. Bd. of Education	- -	- -	21,381.04	10,690.00
Frederick Co. Bd. of Education	3,201.90	1,600.00	5,388.45	2,694.00
Garrett Co. Bd. of Education	- -	- -	4,072.86	2,036.00
Harford Co. Bd. of Education	2,340.09	1,170.00	2,177.98	1,088.00
Howard Co. Bd. of Education	\$9,966.47	\$4,983.00	\$9,593.61	\$4,797.00
Howard Co. Library	3,517.28	1,758.00	- -	- -
Kent Co. Bd. of Education	- -	- -	2,113.64	1,056.00
Montgomery Co. Bd. of Education	9,378.04	4,689.00	- -	- -
Prince George's Co. Public Schools	- -	- -	28,163.57	14,081.00
Queen Anne's Co. Bd. of Education	- -	- -	1,288.63	644.00
St. Mary's Co. Bd. of Education	- -	- -	4,976.68	2,488.00
Stafford Co. Bd. of Education	- -	- -	9,700.33	4,850.00
Talbot Co. Bd. of Education	- -	- -	4,547.96	2,273.00
Wicomico Co. Bd. of Education	- -	- -	6,057.57	3,028.00

GI-8 Department of Public Safety and Correctional Services--Office of the Secretary - in accordance with Article 78A, Section 16B, of the Annotated Code of Maryland, authorization is requested to establish one (1) position in the unclassified service as set forth below. This position will coordinate specific Comprehensive Data Systems projects of the Department of Public Safety and Correctional Services through utilization of appropriate data processing project management techniques and will report to the Director of the Public Safety Data Center. This position will be 90 percent Federally Funded under an LEAA grant with the 10 percent balance financed by General Funds budgeted to the Governor's Commission on Law Enforcement and the Administration of Justice. This request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval with the understanding that this position will terminate at the expiration of Federal Funding or must be reviewed if there is any change in Federal participation.

35.01.01.43 Fund 7

1 Data Processing Programmer/Analyst Specialist III \$15,381

Board of Public Works Action - The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

GI-9 Department of Transportation--State Highway Administration - requests permission for the persons listed below to attend the Traffic Engineering Technical Assistant Seminar at the Northwestern University in Evanston, Illinois, from June 2-20, 1975. The \$1,050 cost of the seminar is 100% reimbursable from Federal Funds. In accordance with Article 64A, Section 49, of the Annotated Code of Maryland, this training has been reviewed and recommended by the Secretary of Personnel. The request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval. 29.02.52.30

<u>Names</u>	<u>Classification</u>
Stephen Hudak	Engineering Associate II
John A. Boling	Engineering Associate II
Michael W. Ulrich	Engineering Associate IV
George H. Small	Engineering Associate IV

Board of Public Works Action - The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

GI-10 Department of Transportation--State Highway Administration - requests permission for the persons listed below to attend the Geometric Highway Design Workshop at Northwestern University, Evanston, Illinois, from May 11-23, 1975. Special funds are available in the 1975 budget for the \$996 cost for each participant. In accordance with Article 64A, Section 49, of the Annotated Code of Maryland, this training has been reviewed and recommended by the Secretary of Personnel. The request has been reviewed by the Department of Budget and Fiscal Planning and is recommended for approval. 29.02.61.3

<u>Names</u>	<u>Classification</u>
Sterling L. Helwig	Highway Engineer
William D. Hopkins	Highway Engineer
Ridgely H. Dorsey	Highway Engineer

Board of Public Works Action - The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

DISPOSAL OF PROPERTY

BPW--4/2/75

Department of Health and Mental Hygiene continued -

e. Spring Grove Hospital Center - requests permission to remove from inventory and dispose of as junk items listed in letters of March 4 and 6, 1975, which are beyond economical repair and carry a total inventory value of \$2,531.40.

f. Department of Juvenile Services - (motor vehicle) \$ 605.00
Maryland Children's Center--requests permission to remove from inventory and dispose of as junk items listed in letter of February 27, 1975, which are beyond economical repair and carry inventory value of \$2,667.31.

DP-15 Department of Licensing and Regulation

a. Division of Building, Savings and Loan Associations - requests permission to remove from inventory and dispose of as junk items listed in letter of March 12, 1975, which carry a total inventory value of \$1,153.45.

DP-16 Department of Natural Resources - (motor vehicles, office equipment, 40 five-gallon shucking cans) 20,337.60

Requests permission to remove from inventory and dispose of as junk items listed on letter of March 6, 1975, which are unserviceable and beyond economical repair and carry an inventory value of \$3,402.56. Also requests permission to sell mobile home and mobile ranch room which is attached to mobile home to Potomac Electric Power Company on whose site unit is located for \$4,000. Inventory value is \$7,242.75.

DP-17 Department of Public Safety and Correctional Services

a. Maryland Correctional Camp Center (motor vehicle) 1,955.00
b. Maryland Penitentiary (motor vehicle) 505.00

Also requests permission to remove from inventory and dispose of as junk items listed in letter of March 14, 1975, which are beyond economical repair and carry an inventory value of \$1,378.10.

c. Maryland State Police (typewriters) 545.16

DP-18 Department of Transportation

a. Aviation Administration (motor vehicles) 1,360.00

b. State Highway Administration (motor vehicles and road equipment) 196,373.46

Also requests permission to remove from inventory and dispose of as junk items of obsolete or non-repairable equipment listed in property condemnation reports nos. A460, D3667, D3946, D3948, D3949, D3950, D3956, D3957, D4008, E1921 which carry a total inventory value of \$2,498.86.

DISPOSAL OF PROPERTY

BPW--4/2/75

- DP-19 Board of Trustees of State Colleges
 - a. Salisbury State College - requests permission to remove from inventory and dispose of as junk items of office equipment obsolete and beyond economical repair which are listed in letter of March 10, 1975, and which carry inventory value of \$876.00.
 - b. Towson State College (typewriters and post office boxes) \$ 1,196.50
Also requests permission to remove from inventory and dispose of as junk item of equipment listed in letter of February 27, 1975, which is beyond economical repair and carries inventory value of \$11,696.
- DP-20 Board of Public Works - requests permission to remove from inventory by means of transfer to the State Treasurer's Office one Olivetti Electric Typewriter, serial number E13-6192419, inventory value of \$320.
- DP-21 Military Department - requests permission to remove from inventory and dispose of as junk obsolete items of equipment which are beyond economical repair housed at various National Guard Armories and the State Military Reservation, Havre de Grace, total inventory value of equipment listed in letters of February 28 and March 13, 1975, is \$3,869.82.
- DP-22 District Court of Maryland No. 2 (typewriter) 75.51

Board of Public Works Action: The above referenced items were:

Approved	Disapproved	Deferred
With Discussion		Without Discussion

DEPARTMENT OF TRANSPORTATION - SUPPLEMENT

BOARD OF PUBLIC WORKS

April 2, 1975

Department of Budget & Fiscal Planning Agenda

The following General Items are Department of Transportation requests being submitted via the Department of Budget and Fiscal Planning Agenda. In accordance with Article 41, Section 207(f), of the 1957 Annotated Code of Maryland, as Amended, Board of Public Works approval is required for contracts for consulting services, and for contracts to provide services for any transportation related purpose. The construction contracts are being submitted for approval in accordance with procedures established by the Board of Public Works on July 5, 1972.

<u>Agenda Item No.</u> <u>Administration</u>	<u>Contractor or</u> <u>Consultant</u>	<u>Purpose</u>
1T State Aviation Administration	MCA Engineering Corporation, Baltimore, Md.	Architect-Engineer Services in connection with construction of a Service Building at BWI Airport - \$19,000 (100% Special Funds)
2T State Aviation Administration	Gardner Communications & Electronics Company, Hyattsville, Md.	Contract for servicing and maintenance of electronic communication equipment at BWI Airport. \$12,072 (100% Special Funds)
3T State Aviation Administration	Johnson & Speake, Inc.	Service Contract (2-year) for solid waste removal, BWI Airport. \$13,824 per year. (100% Special Funds)
4T Office of the Secretary	Dalton, Dalton, Little, Newport, Inc. Cleveland, Ohio	Amendment No. 3 to existing Agreement, reassigning services to be performed by subcontract consultants.

GENERAL ITEM

BPW--4/2/75

1T. Department of Transportation--State Aviation Administration - in accordance with Article 41, Section 207(f) of the 1957 Annotated Code, approval is requested of a proposed agreement between the State Aviation Administration and MCA Engineering Corporation, Baltimore, Md., for architect-engineer services in connection with preparation of plans and specifications for construction of a service building for the painting and servicing of vehicular equipment employed by the airlines and others at Baltimore-Washington International Airport. The agreement also provides for assistance in the construction phase, and checking and approving shop drawings, material certificates and mix designs. Compensation to the Consultant for all services is to be in a lump sum amount not to exceed \$19,000. Final plans and specifications, ready for advertising for receipt of bids, are to be available three months after notice to proceed. Funding will be 100% Special Funds budgeted to the State Aviation Administration F. Y. 1975. It is proposed that the contract be executed for the State by the State Aviation Administrator and the Secretary of Transportation. The Secretary of Transportation has reviewed and approved the contract.

Board of Public Works Action - The above referenced Item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

GENERAL ITEM

BPW--4/2/75

3T. Department of Transportation--State Aviation Administration - in accordance with procedures established by the Board of Public Works, approval is requested for award of the following contract by the State Aviation Administration:

PROJECT: Solid Waste Removal for Baltimore-Washington International Airport. The service contract is for a two-year period with an option to renew for an additional year. Provides for furnishing minimum 40 cu. yds. capacity container compatible with existing stationary compactor, pick-up and disposal of waste and return of empty container. Provides for 12 to 24 pick-ups per month with low bid determined on basis of 216 pick-ups per year. Proposal provides for unit prices for monthly pick-ups of 11 and less, and 25 and more.

BIDS: Publicly opened on March 17, 1975:

Johnson & Speake, Inc.	\$13,824	per year
Modern Trashmoval, Inc.	16,848	" "

ENGINEER'S ESTIMATE: \$20,000 per year (SAA)

RECOMMENDATION: Award to low bidder - Johnson & Speake, Inc.

AMOUNT: \$13,824.

FUND SOURCE: 100% Special Funds provided in the State Aviation Administration F.Y. 1975 and 1976 Operating Budget.

APPROVED: Secretary of Transportation

Board of Public Works Action - The above referenced Item was:

Approved	Disapproved	Deferred
With Discussion	Without Discussion	Withdrawn

GENERAL ITEM

BPW--4/2/75

4T. Department of Transportation--Office of the Secretary - in accordance with Article 41, Section 207(f) of the 1957 Annotated Code, approval is requested of Amendment No. 3 to contract between the Secretary of Transportation and Dalton, Dalton, Little & Newport, Inc., Cleveland, Ohio, for the purpose of defining the continued development of the Baltimore Regional Rapid Transit System beyond Phase I, which was approved by the Board of Public Works on June 12, 1974. Amendment No. 1 provided for an increase in the allowance for automobile travel effective July 1, 1974 from 10 cents per mile to 12 cents per mile without any increase in total amount payable and was approved by the Board of Public Works August 20, 1974. Amendment No. 2 provided for a reassignment of work between some of the subcontractors for a reduction in total contract costs of \$24.10 and was approved by the Board of Public Works January 23, 1975. Proposed Amendment No. 3 provides for the Lewis T. Klaunder Co., a subcontractor to Dalton, Dalton, Little and Newport, Inc., to take over and complete the services initially subcontracted to BRH Mobility Services. The BRH Mobility Services firm was dissolved in January, 1975. There is no change in total compensation to be paid. The contract amount remains the same as adjusted under Amendment No. 2. The proposed amendment has been reviewed and approved by the Secretary of Transportation and Board of Public Works approval is contingent upon approval by the Urban Mass Transit Administration, who are participating in the amount of 2/3 of the total project cost.

Board of Public Works Action - The above referenced Item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion	<u>Without Discussion</u>	Withdrawn

III. ITEMS SUBMITTED ON THE AGENDA BY THE SECRETARY, DEPARTMENT OF GENERAL SERVICES

CONTRACT AWARDS

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items 1 through 12 , of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 51 through 61 , attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 51 through 61 .

CONTRACT AWARDS

Item 1

BOARD OF PUBLIC WORKS
(Center for Environmental and Estuarine
Studies - Horn's Point)

Solicitation of bids for RENOVATION OF RESIDENCE #379, HORN'S POINT -
DORCHESTER COUNTY resulted as follows:

	<u>Base Bid</u>	<u>Alt. #1</u>	<u>Base Bid plus Alt.</u>
C. Albert Matthews, Inc.	\$15,466.00	\$1,894.00	\$17,363.00
Chas. E. Brohawn & Bros., Inc.	27,575.00	1,050.00	28,625.00
P & G Bramble	No Bid	-	-
Walter O. Abbott	No Bid	-	-
Barnes Electric, Inc.	No Bid	-	-

Alternate #1: Furnish and install fiberglas blowing wool by Owens-Corning in all exterior walls, first floor to second floor ceiling, in floor of above two front bedrooms, above ceilings and knee walls over rear bedroom, bathroom, closets, hallways, dormers, etc.; 2" styrofoam insulation on back of door to attic and weatherproof and weatherstrip doors as required to produce a weathertite seal.

Although only two (2) bids were received for this work, the low proposal has been reviewed and approved as to reasonableness of price by the responsible personnel of this Department and the Using Agency.

RECOMMENDED AWARD TO: C. Albert Matthews, Inc.
BASIS: Acceptance of low bid
AMOUNT: \$17,363.00
FUND SOURCE: Budget 23.05.01.74
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

<u>Approved</u>	Disapproved	Deferred
<u>With Discussion</u>		Without Discussion

CONTRACT AWARDS

Item 2

BOARD OF PUBLIC WORKS

Solicitation of bids for CONCRETE SIDEWALK, ROWE BOULEVARD & TAYLOR AVENUE, VICINITY OF NATURAL RESOURCES & COURT OF APPEALS BLDG., ANNAPOLIS resulted as follows:

John D. Awalt & Company, Inc.	\$18,100.00
Reliable Contracting Company, Inc.	20,099.00
Ratrie, Robbins & Schweizer, Inc.	21,985.00
Marsh Construction Co., Inc.	26,750.00
N & W Concrete Floor Co.	27,500.00
Ralph Marcontoni & Sons, Inc.	29,998.00

RECOMMENDED AWARD TO: John D. Awalt & Company, Inc.
BASIS: Acceptance of low bid
AMOUNT: \$18,100.00
FUND SOURCE: Item 11, General Construction Loan of 1971
"Funds for continued planning, parking, and other necessary facilities."
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

CONTRACT AWARDS

Item 3

DEPARTMENT OF JUVENILE SERVICES
(Department of Health and Mental Hygiene)

Solicitation of bids to REMODEL KITCHEN, DINING, BATH AND FURNACE ROOM, 907 AND 909 DRUID PARK LAKE DRIVE, BOY'S GROUP HOMES resulted as follows:

Henry A. Knott Remodeling Co., Inc.	\$26,994.00
Welsh Construction Remodeling Company	29,377.50
Catonsville Plumbing & Heating Co.	No Bid
Karpin Construction Co.	No Bid

Although only two (2) bids were received for this work, the low proposal has been reviewed and approved as to reasonableness of price by the responsible personnel of this Department and the Using Agency.

RECOMMENDED AWARD TO: Henry A. Knott Remodeling Co., Inc.
BASIS: Acceptance of low bid
AMOUNT: \$26,994.00
FUND SOURCE: Item 129, General Construction Loan of 1972
"Purchase and modification of Youth Residences."
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

Item 4

DEPARTMENT OF JUVENILE SERVICES
(Department of Health and Mental Hygiene)

Solicitation of bids to PROVIDE AND INSTALL FIRE ALARM SYSTEM, ALL FLOORS, MARYLAND YOUTH RESIDENCE CENTER, 721 WOODBOURNE AVENUE, BALTO., MD. resulted as follows:

Total Communications, Incorporated	\$7,140.00
Ashton Electric Company, Inc.	9,250.00
Aarite Electrical Technicians	No Bid
Dorsey Electric Company	No Bid

Although only two (2) bids were received for this work, the low proposal has been reviewed and approved as to the reasonableness of price by the responsible Building Engineer of the Department of Budget and Fiscal Planning, as well as personnel of the Using Agency and this Department.

RECOMMENDED AWARD TO: Total Communications, Incorporated
BASIS: Acceptance of low bid
AMOUNT: \$7,140.00
FUND SOURCE: 1975 Budget 32.02.01.03-08
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

CONTRACT AWARDS

Item 5

MARYLAND STATE POLICE

(Department of Public Safety and Correctional Services)

Solicitation of bids for FURNISHING AND INSTALLING ALUMINUM COMBINATION STORM WINDOWS - "B" BUILDING, HEADQUARTERS, PIKESVILLE, MARYLAND resulted as follows:

Katz Screen and Window Company	\$1,857.60
Miller Weather-Tite Co.	1,920.00
Anne Arundel Aluminum Co.	1,920.00
O'Neil's Construction & Remodeling Co.	1,968.00
The Burch Company	1,968.00
Baltimore Aluminum Inc.	2,160.00

After review of the above bids by the responsible personnel of the Department of Public Safety and Correctional Services and the Department of Budget and Fiscal Planning, it is requested that the apparent second low bidder be awarded the contract since the apparent low bidder did not meet the specifications.

RECOMMENDED AWARD TO: Miller Weather-Tite Co.
BASIS: Acceptance of second low bid, as specified above
AMOUNT: \$1,920.00
FUND SOURCE: 11.35.06.01.01-14
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved	Disapproved	<u>Deferred</u>
<u>With Discussion</u>		Without Discussion

Item 6

DEPARTMENT OF NATURAL RESOURCES

Solicitation of bids for REWIRING OF RESIDENCE AT POTOMAC STATE FOREST HEADQUARTERS resulted as follows:

A. D. Naylor & Company, Inc.	\$3,135.00
Dale C. Harvey Builders, Inc.	No Bid
Powles Builders, Inc.	No Bid

Although only one (1) bid was received for this work, the proposal has been reviewed and approved as to reasonableness of price by the responsible personnel of the Using Agency and this Department.

RECOMMENDED AWARD TO: A. D. Naylor & Company, Inc.
BASIS: Only bid received
AMOUNT: \$3,135.00
FUND SOURCE: Item 39, General Construction Loan of 1974
"Renovation of existing Superintendent's residence."
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

<u>Approved</u>	Disapproved	Deferred
With Discussion		<u>Without Discussion</u>

CONTRACT AWARDS

Item 7

MARYLAND SCHOOL FOR THE DEAF

Solicitation of bids for HESSIAN BARRACKS RESTORATION PHASE TWO, FREDERICK, MD. resulted as follows:

	Base Bid	Alt. #1 (Add)	Alt. #2 (Add)	Alt. #3 (Add)
Schildt Construction Company	\$56,491.00	\$23,184.00	\$20,109.00	\$16,551.00
Plummer Construction, Inc.	58,000.00	17,400.00	14,400.00	12,000.00
Floyd L. Culler, Inc.	60,960.00	14,290.00	10,914.00	10,300.00
David Contractors, Inc.	75,800.00	11,240.00	9,200.00	8,940.00
James Cox & Son, Inc.	90,549.00	19,752.00	12,775.00	10,219.00

	Alt. #4 (Add)	Alt. #5 (Add)	Alt. #6 (Add)	Alt. #7 (Add)
Schildt Constr. Co.	\$ 7,244.00	\$ 5,968.00	\$5,189.00	\$ 7,873.00
Plummer Constr. Inc.	19,000.00	15,000.00	6,950.00	16,275.00
Floyd L. Culler, Inc.	6,575.00	6,136.00	4,407.00	6,130.00
David Contrs. Inc.	13,400.00	9,900.00	6,800.00	7,800.00
Cox & Sons, Inc.	19,343.00	15,938.00	3,331.00	6,469.00

	Special Item (Add)	Base Bid Plus Acptd. Alts.
Schildt Constr. Co.	\$15,560.00	\$138,543.00
Plummer Constr. Inc.	19,125.00	163,150.00
Floyd L. Culler, Inc.	15,070.00	121,106.00
David Contrs. Inc.	18,200.00	150,300.00
Cox & Sons, Inc.	19,244.00	180,424.00

- Alternate #1: Type "A" Chimney
- Alternate #2: Type "B" Chimney (Price per Chimney)
- Alternate #3: Type "C" Chimney
- Alternate #4: Floors in old kitchen and Day Room
- Alternate #5: Militia Guards Room & Hessian Barracks
- Alternate #6: Office, toilet and janitors closet
- Alternate #7: Civil War Hospital, School, etc.
- Separate Price: Transformer and power to transformer

RECOMMENDED AWARD TO: Floyd L. Culler, Inc.
 BASIS: Acceptance of Base Bid and Alternates #2 (Two Chimneys) #4, #5, #6, #7 and Separate Price. Alternates #1 and #3 are REJECTED.
 AMOUNT: \$121,106.00
 FUND SOURCE: \$107,857.36 - Item 210, General Construction Loan of 1973 "Restoration for the preservation of the building value, Hessian Barracks."
 13,248.64 - Item 200, General Construction Loan of 1974 "Razing of old Gymnasium Building, to include relocation of utility lines."
 FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
 With Discussion Without Discussion

CONTRACT AWARDS

Item 8 MORGAN STATE COLLEGE
(Board of Trustees of the State Colleges)

Solicitation of bids for LETTERING ON TWO BUILDINGS, FIELD HOUSE AND JENKINS BUILDING resulted as follows

	<u>Bldg. #1</u>	<u>Bldg. #2</u>	<u>Total</u>
SWG, Inc.	\$ 929.00	\$409.00	\$1,338.00
Triangle Sign & Service	1,081.00	556.60	1,638.00
Maryland Stamp and Sign Co., Inc.	No Bid	No Bid	-
Production II	No Bid	No Bid	-

Although only two (2) bids were received for this work, the low proposal has been reviewed and approved as to reasonableness of price by the responsible personnel of the Using Agency and this Department.

RECOMMENDED AWARD TO: SWG, Inc.
BASIS: Acceptance of low bid
AMOUNT: \$1,338.00
FUND SOURCE: \$409.00 - Item 252, General Construction Loan of 1972
"Equipment for expanded Gymnasium facility."
929.00 - Item 184, General Construction Loan of 1973
"Equipment for Education Bldg."
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

Item 9 BOWIE STATE COLLEGE
(Board of Trustees of the State Colleges)

Solicitation of bids for THEATRE SOUND SYSTEM resulted as follows:

	<u>Base Bid</u>	<u>Alt. #1 (Add)</u>
Baltimore Sound Engineering	\$ 6,540.00	\$ 977.00
Total Communications, Inc.	12,800.00	1,600.00
McCarthy Manufacturing Co., Inc.	No Bid	--

Alternate #1: Equalization

Although only two (2) bids were received for this work, the low proposal has been reviewed and approved as to reasonableness of price by the responsible personnel of the Using Agency and this Department.

RECOMMENDED AWARD TO: Baltimore Sound Engineering
BASIS: Acceptance of Base Bid and Alternate #1
AMOUNT: \$7,517.00
FUND SOURCE: Item 158, General Construction Loan of 1973
"Equipment (Partial) for Auditorium-Classroom Building."
FEE: Not Applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

CONTRACT AWARDS

Item 11

MARYLAND STATE BOARD FOR COMMUNITY COLLEGES
(CATONSVILLE COMMUNITY COLLEGE)

Solicitation of bids by Catonsville Community College for CONSTRUCTION OF THE HUMANITIES-CLASSROOM BUILDING (CC 04-69/70-15) has resulted as follows:

	<u>Base Bid</u>	<u>Alt. #1 (Deduct)</u>	<u>Alt. #2 (Deduct)</u>	<u>Alt. #3 (Deduct)</u>
John K. Ruff, Inc.	\$3,033,000	\$120,600	\$169,200	\$220,000
C. W. Jackson & Assoc.	3,159,000	115,600	170,000	237,000
Mark Engineering	3,198,000	94,384	166,600	231,500
Cam Constr. Co., Inc.	3,297,000	125,000	175,100	262,000
Lawrence Constr. Co.	3,300,321	69,000	160,000	200,000
P. Persico & Son, Inc.	3,432,070	90,056	189,311	230,296
Mullan Contracting Co.	3,480,000	113,000	200,000	257,000

- Alt. #1: Omit finishing of office wing (leave a shell only).
- Alt. #2: Omit theater equipment, darkroom equipment.
- Alt. #3: Omit office wing completely.

Board of Public Works approval is requested to permit Catonsville Community College to award a contract to C. W. Jackson & Associates as follows:

BASIS: Acceptance of second low bid as detailed below. *
Alts. #1, #2 and #3 are REJECTED.

AMOUNT: \$3,159,000

FUND SOURCE: \$1,795,000 - (57%) - Local Share
** \$1,364,000 - (43%) - State Share - General Public
Junior or Community College
Construction Loans of 1969 and
1970.

CONTRACT TO BE SIGNED BY: Local authorities.

FEE: Applicable to Henry Powell Hopkins and Associates.

REMARKS:

- * The apparent low bidder, John K. Ruff, Inc., alleged that its bid was in error by approximately \$250,000 and asked that it be permitted to withdraw its proposal. The Board of Trustees of Catonsville Community College is pursuing, through legal channels, obtaining the difference in bids from the low bidder's bonding company.
- ** At its meeting on August 20, 1974, the Board of Public Works approved an allocation of \$1,379,705 from the General Public Junior or Community College Construction Loans of 1969 and 1970 for this project. The State's share of this contract award (\$1,364,000) is the amount allocated for construction and site development. The

CONTRACT AWARDS

Item 11
(Cont'd)

MARYLAND STATE BOARD FOR COMMUNITY COLLEGES (Cont'd)
(CATONSVILLE COMMUNITY COLLEGE)

allocation was based on the State participating in 50 percent of a cost of \$50 per square foot to construct this building. The cost per square foot of the recommended low bid will be \$53.33, which exceeds the \$50 per square foot limit placed on the State's participation. Therefore, the State's share of the contract will be a total of \$1,364,000 with Baltimore County paying the difference.

A Federal Annual Interest Subsidy Grant has been awarded which will subsidize all interest costs over 3 percent on State and County bonds issued to finance the project. As this is not a direct Federal grant, it cannot be subtracted directly from the total project cost. At the present time, no other Federal funds are available for this project. Any Federal grant of funds subsequently made available in support of this project shall be deducted from the estimated project cost. The remaining cost shall be divided between the State and local shares.

BOARD OF PUBLIC WORKS ACTION: The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

CONTRACT AWARDS

Item 12

MENTAL HEALTH ADMINISTRATION
(Department of Health and Mental Hygiene)

Solicitation of bids for CONSTRUCTION OF THE THOMAS B. FINAN CENTER, CUMBERLAND, MARYLAND resulted as follows:

	<u>Base Bid</u>	<u>Alt. #1 (Add)</u>	<u>Alt. #2 (Add)</u>	<u>Alt. #3 (Add)</u>
Baltimore Contractors, Inc.	\$10,277,000.00	\$310,000.00	\$ 85,000.00	\$600,000.00
R. S. Noonan, Inc.	10,440,000.00	265,000.00	75,000.00	527,000.00
Crump, Incorporated	10,569,900.000	266,000.00	73,000.00	510,000.00
George Construction Company	11,499,000.00	400,000.00	240,000.00	800,000.00

	<u>Alt. #4 (Add)</u>	<u>Alt. #5 (Add)</u>	<u>Alt. #6 (Add)</u>	<u>Alt. #7 (Add)</u>	<u>Alt. #8 (Add)</u>
Balto. Contrs. Inc.	\$15,000.00	\$100,000.00	\$25,000.00	\$140,000.00	\$40,000.00
Noonan, Inc.	8,500.00	58,000.00	10,000.00	105,000.00	40,000.00
Crump, Inc.	8,000.00	60,000.00	15,000.00	130,000.00	34,000.00
George Constr. Co.	9,000.00	62,000.00	9,000.00	62,000.00	27,000.00

	<u>Alt. #9 (Add)</u>	<u>Alt. #10 (Add)</u>	<u>Alt. #11 (Add)</u>	<u>Alt. #12 (Add)</u>	<u>Alt. #13 (Add)</u>
Balto. Contrs. Inc.	\$100,000.00	\$85,000.00	\$ 6,000.00	\$45,000.00	\$60,000.00
Noonan, Inc.	105,000.00	86,000.00	5,800.00	38,000.00	73,000.00
Crump, Inc.	95,000.00	105,000.00	1,000.00	40,000.00	70,000.00
George Constr. Co.	100,000.00	94,000.00	14,000.00	42,000.00	77,000.00

	<u>Alt. #14 (Add)</u>	<u>Alt. #15 (Add)</u>	<u>Base Bid Plus Accepted Alts.</u>
Balto. Contrs. Inc.	\$ 3,500.00	\$ 9,000.00	\$11,247,000.00
Noonan, Inc.	1,600.00	N/C	11,272,500.00
Crump, Inc.	3,500.00	8,000.00	11,399,900.00
George Constr. Co.	20,000.00	15,000.00	12,733,000.00

- Alternate # 1: Wing for Therapeutic Pool
- Alternate # 2: Erection of Chapel
- Alternate # 3: Erection of Cottage "A"
- Alternate # 4: Installation of Employees Parking Lot
- Alternate # 5: Installation of Administration Bldg., Lower Parking Lot
- Alternate # 6: Installation of Gasoline Pump and Storage Tank
- Alternate # 7: Installation of Steam Humidification System
- Alternate # 8: Installation of Hot Water Boiler No. 3
- Alternate # 9: Installation of Chiller No. 2, Cooling Tower No. 2, and Condenser Water Pump No. 5.
- Alternate #10: Installation of services in duct lines & manholes
- Alternate #11: Installation of Automobile Lift and Air Compressor
- Alternate #12: Installation of Nurses' Call System in Cottages
- Alternate #13: Use of Face Brick in lieu of Split Blockwork
- Alternate #14: Provision of Graphics and Wall Murals
- Alternate #15: Finishing Aluminum in Permanodic Bronze

(Continued)

CONTRACT AWARDS

Item 12

MENTAL HEALTH ADMINISTRATION (Continued)
(Department of Health and Mental Hygiene)

RECOMMENDED AWARD TO: Baltimore Contractors, Inc.
BASIS: Acceptance of low Base Bid and Alternates #2, #3, #4, #5, #8, #10 & #12. Alternates #1, #6, #7, #9, #11, #13, #14 & #15 are REJECTED.
AMOUNT: \$11,247,000.00
FUND SOURCE: \$8,388,670.25 - Item 57, General Construction Loan of 1973
"Construction of Western Md. Regional Mental Hospital,....Construction."
290,035.11 - Item 58, General Construction Loan of 1973
"ConstructionUtilities."
445,250.00 - Item 59, General Construction Loan of 1973
"ConstructionSite improvements."
2,123,044.64 - Item ____, General Construction Loan of 1975
Applicable to J. Prentiss Browne, Inc.
FEE: Applicable to J. Prentiss Browne, Inc.

Board of Public Works Action - The above referenced Item was:

<u>Approved</u>	Disapproved	Deferred
<u>With Discussion</u>		Without Discussion

EQUIPMENT AWARDS

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items E-1 through E-11, of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 63 through 66 , attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 63 through 66 .

EQUIPMENT AWARDS

Request for formal approval of awards made through the State Purchasing Bureau which have been approved for purchase from Construction Funds by the Department of Budget and Fiscal Planning.

BOARD OF PUBLIC WORKS

Item E-1 Department of General Services

General Construction Loan 1972
"Equipment for new Courts of
Appeal Building - State
Library" Item 3 List 190 \$ 356.36

Item E-2 Blind Industries and Services of Maryland

General Construction Loan 1974
"To supplement the appropriation
'Construction of addition to
the Maryland Workshop for the
Blind'. . . " Item 13 List 182 248.81

Item E-3 GREAT OAKS CENTER

General Construction Loan 1972
"Equipment for second
phase construction" Item 125 List 34 940.00

Item E-4 MORGAN STATE COLLEGE

General Construction Loan 1973
"Equipment for Education
Building" Item 184 List 104 626.18
List 105 298.00

Item E-5 DEPARTMENT OF NATURAL RESOURCES

General Construction Loan 1971
"Elk Neck State Park:
Construction of additional
camping facilities to in-
clude 4 shower buildings
. . . " Item 36 List 274 1,542.24

EQUIPMENT AWARDS

Item E-10

UNIVERSITY OF MARYLAND, BALTIMORE

Solicitation of bids for FOUR LABORATORY GLASSWARE WASHERS AND TWO DRYERS FOR THE RESEARCH AND MICROBIOLOGY DEPARTMENT resulted as follows:

Better Built Machinery Corporation	\$55,671.50
Girton Manufacturing Company	65,718.00
Colcom, Inc.	NON-RESPONSIVE
Forma Scientific, Inc.	BID WITHDRAWN
Labline Instruments, Inc.	NO BID
Virtis Manufacturing Company, Inc.	NO BID
Burrell Corporation	NO BID
Castle Manufacturing Company	NO BID
Amsco Corporation	NO BID
Regional Scientific, Inc.	NO BID

RECOMMEND AWARD TO: Better Built Machinery Corporation
BASIS: Acceptance of low bid
AMOUNT: \$55,671.50
FUND SOURCE: Item 204, General Construction Loan 1972
JUSTIFICATION:

Colcom, Inc. failed to meet specifications. Offered a polypropylene lined steel tank instead of a stainless steel polypropylene subject to rupture resulting in contamination of distilled water. Among other deviations, Colcom dryers have only one heating element instead of three as specified. This requirement is necessary in order to do a satisfactory drying job.

Forma Scientific, Inc. withdrew their bid - failed to include installation charges in quotation.

BOARD OF PUBLIC WORKS ACTION - THE ABOVE REFERENCED ITEM WAS:

APPROVED DISAPPROVED DEFERRED
WITH DISCUSSION WITHOUT DISCUSSION

EQUIPMENT AWARDS

Item E-11

UNIVERSITY OF MARYLAND, BALTIMORE

Solicitation of bids to FURNISH, DELIVER AND INSTALL 1770
PIECES OF OFFICE FURNITURE IN HOWARD HALL ADDITION resulted as follows:

Student Supply Store	\$173,978.19
Glover School & Office Supply	182,235.63
Prestige Offices of Baltimore	186,505.90
John Hampshire	188,466.73
E & I Cooperative Service	189,345.03
H. L. Marchant Company	INCOMPLETE BID
Inter-Royal Corporation	NO BID
Ginn/Koch	NO REPLY
Vanleigh Furniture	NO REPLY

RECOMMEND AWARD TO: Student Supply Store
BASIS: Acceptance of low bid
AMOUNT: \$173,978.19
FUND SOURCE: Item 204, General Construction Loan 1972

BOARD OF PUBLIC WORKS ACTION - THE ABOVE REFERENCED ITEM WAS:

APPROVED DISAPPROVED DEFERRED
WITH DISCUSSION WITHOUT DISCUSSION

CHANGE ORDERS

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items C-1 through C-15, of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 68 through 75 , attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 68 through 75 .

CHANGE ORDERS

Item C-3

UNIVERSITY OF MARYLAND, COLLEGE PARK

Approval is recommended for execution of Change Order No. 1 to contract with M & S Mechanical Corporation for EXTENSION OF STEAM SERVICE TO SOUTH CAMPUS AREA AND MEN'S DORMITORIES, PHASE III. This Change Order covers the cost of additional work performed due to interference with uncharted existing utilities and recorded elevations being incorrect.

AMOUNT OF CHANGE ORDER: \$1,458.34
 FUND SOURCE: Item 136, General Construction Loan of 1973
 ". . . Extension of Utilities."
 ORIGINAL CONTRACT APPROVED: Item 10, this Department's Agenda January 2, 1975
 AMOUNT OF ORIGINAL CONTRACT: \$108,317.00
 PERCENTAGE INCREASE: Less than 2% by Change Order
 FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

Item C-4

UNIVERSITY OF MARYLAND, EASTERN SHORE

Approval is recommended for execution of Change Order No. 6 to contract with Chas. E. Brohawn & Bros., Inc. for ADDITION TO DINING HALL. This Change Order covers the extra cost for installation of a new steel stairway replacing the existing wood stairway found to be defective and unsafe, and also for additional masonry work in Men's Toilet 102.

AMOUNT OF CHANGE ORDER: \$3,790.63
 FUND SOURCE: \$3,488.13 - Item 178, General Construction Loan of 1971
 "Installation of air conditioning and equipment for Dining Hall: Construction."
 302.50 - Item 155, General Construction Loan of 1973
 ". . . Construction of an addition to Dining Hall' Supplement."
 ORIGINAL CONTRACT APPROVED: Item 37, this Department's Agenda June 25, 1973
 AMOUNT OF ORIGINAL CONTRACT: \$487,134.00
 PERCENTAGE INCREASE: Less than 2% by Change Orders to date
 FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

CHANGE ORDERS

Item C-5

FROSTBURG STATE COLLEGE
(Board of Trustees of the State Colleges)

Approval is recommended for execution of Change Order No. 4 to contract with Baltimore Contractors, Inc. for PHYSICAL EDUCATION FACILITY. This Change Order covers changes in the Arena masonry walls and also the furnishing and installing thirteen toilet partition doors in three toilet rooms.

AMOUNT OF CHANGE ORDER: \$7,339.00
FUND SOURCE: Item 180, General Construction Loan of 1974
"Construction of a New Physical Education Facility: Construction"
ORIGINAL CONTRACT APPROVED: Item 42, this Department's Agenda May 15, 1974
AMOUNT OF ORIGINAL CONTRACT: \$6,776,000.00
PERCENTAGE INCREASE: Less than 1% by Change Orders to date
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

Item C-6

FROSTBURG STATE COLLEGE
(Board of Trustees of the State Colleges)

Approval is recommended for execution of Change Order No. 11 to contract with George Construction Company for STUDENT UNION BUILDING. This Change Order covers work involved to lower camber in beam on second floor framing, additional circuit breaker for elevator, and relocation of light fixtures in Lobby #113 and upper Lobby 220 West.

AMOUNT OF CHANGE ORDER: \$2,301.24
FUND SOURCE: Consolidated Student Union Construction Fund
ORIGINAL CONTRACT APPROVED: Item 20, this Department's Agenda April 7, 1971
AMOUNT OF ORIGINAL CONTRACT: \$2,590,000.00
PERCENTAGE INCREASE: Less than 2% by Change Orders to date
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

CHANGE ORDERS

Item C-7

FROSTBURG STATE COLLEGE
(Board of Trustees of the State Colleges)

Approval is recommended for execution of Change Order No. 1, a CREDIT, to contract with F. E. Gregory and Sons, Inc. for CONSTRUCTION OF PARKING AREAS, STORM DRAINAGE AND LIGHTING, SOUTHEAST CAMPUS. This Change Order covers the deletion of pipe in modifications to the storm drainage.

AMOUNT OF CHANGE ORDER: \$2,559.00 CREDIT
FUND SOURCE: Item 185, General Construction Loan of 1974
"Site Improvements and Utility Extensions."
ORIGINAL CONTRACT APPROVED: Item 19, this Department's Agenda November 7, 1974
AMOUNT OF ORIGINAL CONTRACT: \$555,000.00
PERCENTAGE DECREASE: Less than 1% by Change Order
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
*With Discussion Without Discussion

Item C-8

FROSTBURG STATE COLLEGE
(Board of Trustees of the State Colleges)

Approval is recommended for execution of Change Order No. 5, a CREDIT, to contract with Baltimore Contractors, Inc. for PHYSICAL EDUCATION FACILITY. This Change Order covers the revision of columns at certain locations from size TS 4 x 4 x 1/2 to size TS 4 x 4 x 3/8 inch.

AMOUNT OF CHANGE ORDER: \$283.04 CREDIT
FUND SOURCE: Item 180, General Construction Loan of 1974
"Construction of a New Physical Education Facility: Construction."
ORIGINAL CONTRACT APPROVED: Item 42, this Department's Agenda May 15, 1974
AMOUNT OF ORIGINAL CONTRACT: \$6,776,000.00
PERCENTAGE INCREASE: Less than 1% by Change Orders to date
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

CHANGE ORDERS

Item C-9

TOWSON STATE COLLEGE
(Board of Trustees of the State Colleges)

Approval is recommended for execution of Change Order No. 1 to contract with Harry T. Campbell Sons' Company for CONSTRUCTION OF PARKING LOT AND LIGHTING. This Change Order covers the additional utility work necessary to raise the existing telephone and electric manholes to the proper elevation at the southwest corner of the new parking lot and also the installation of approximately 260 lineal feet of 4 inch PVC duct from the electrical manhole.

AMOUNT OF CHANGE ORDER: \$2,400.00
FUND SOURCE: Item 204, General Construction Loan of 1973, "Construction of Parking Lot (300 Spaces)"
ORIGINAL CONTRACT APPROVED: Item 25, this Department's Agenda November 7, 1974
AMOUNT OF ORIGINAL CONTRACT: \$116,740.00
PERCENTAGE INCREASE: Less than 3% by Change Order
FEE: Applicable to Purdum & Jeschke

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

Item C-10

BOWIE STATE COLLEGE
(Board of Trustees of the State Colleges)

Approval is recommended for execution of Change Order No. 1 to contract with Harry Sparks Co., Inc. for EXPANSION OF HEATING PLANT. This Change Order covers the Reinstatement of Alternate #3 of original contract for furnishing and installing an oxygen recording and control system.

AMOUNT OF CHANGE ORDER: \$10,014.00
FUND SOURCE: Item 161, General Construction Loan of 1973 "Expansion of Heating Plant."
ORIGINAL CONTRACT APPROVED: Item 16, this Department's Agenda December 18, 1974
AMOUNT OF ORIGINAL CONTRACT: \$263,348.00
PERCENTAGE INCREASE: Less than 4% by Reinstatement
FEE: Applicable to Fred W. von Behren, Inc.

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

CHANGE ORDERS

Item C-11

GREEN RIDGE BOYS' FORESTRY CAMP
(Department of Health and Mental Hygiene)

Approval is recommended for execution of Change Order No. 2 to contract with Pikesville Electrical Corporation for the CONSTRUCTION OF WASTEWATER SYSTEM AND PACKAGE TREATMENT PLANT. This Change Order covers escalation of costs for materials and labor, due to the time elapsed since the original quotation for the extension of the existing package treatment plant.

AMOUNT OF CHANGE ORDER: \$302.00
FUND SOURCE: Water Quality Loan of 1968
ORIGINAL CONTRACT APPROVED: Item 19, this Department's Agenda November 5, 1973
AMOUNT OF ORIGINAL CONTRACT: \$56,374.00
PERCENTAGE INCREASE: Less than 11% by Change Orders to date
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

Item C-12

MARYLAND CORRECTIONAL INSTITUTION-HAGERSTOWN
(Division of Correction)

(Department of Public Safety and Correctional Services)

Approval is recommended for execution of Change Order No. 2 to contract with Bronka Construction Co., Inc. for CONSTRUCTION OF NEW GYMNASIUM. This Change Order covers the installation of an additional 3" floor drain in Toilet No. 1, louvers and relief dampers in its entirety, furnishing and installing gate valves and check valves to steam and condensate lines in existing manhole, furnishing and installing a 4 inch roof drain over the main entrance and the installation of PPG Security Windows.

AMOUNT OF CHANGE ORDER: \$9,911.89
FUND SOURCE: Item 160, General Construction Loan of 1972, "Construction of Gymnasium: Construction"
ORIGINAL CONTRACT APPROVED: Item 12, this Department's Agenda June 12, 1974
AMOUNT OF ORIGINAL CONTRACT: \$573,951.00
PERCENTAGE INCREASE: Less than 2% by Change Orders to date
FEE: Applicable to S. Thomas Stathes (on \$1,939.65 Debit of Change Order No. 2)

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

CHANGE ORDERS

Item C-13

GREATER BALTIMORE CONSOLIDATED WHOLESALE
FOOD MARKET AUTHORITY

Approval is recommended for execution of Change Order No. 5, a CREDIT, to contract with Calvert General Contractors Corp. for CONSTRUCTION OF WHOLESALE FOOD MARKET, JESSUP. This Change Order covers the omitting of the mezzanine and increasing some of the roof joists to support additional loading caused by the refrigeration equipment to be placed on the roof over stores #41 and #43.

AMOUNT OF CHANGE ORDER: \$2,480.00 CREDIT
FUND SOURCE: Non-Budget 23.14.00.44-07
ORIGINAL CONTRACT APPROVED: Item 41-A, this Department's Agenda July 3, 1974
AMOUNT OF ORIGINAL CONTRACT: \$5,577,921.00
PERCENTAGE INCREASE: Less than 1% by Change Orders to date
FEE: Applicable to Robert H. Sippel

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

Item C-14

STATE MILITARY DEPARTMENT

Approval is recommended for execution of Change Order No. 3 to contract with The John & Albert Construction Co., Inc. for CONSTRUCTION OF NATIONAL GUARD ARMORY, TRAPPE-EASTON AREA. This Change Order covers the installation of quarry tile in the lobby area of the armory in lieu of granwood floor.

AMOUNT OF CHANGE ORDER: \$617.55
FUND SOURCE: Item 15, General Construction Loan of 1973
" . . . for Construction of an
Armory - Easton Area (Talbot County)."
ORIGINAL CONTRACT APPROVED: Item 34, this Department's Agenda July 3, 1974
AMOUNT OF ORIGINAL CONTRACT: \$690,702.00
PERCENTAGE INCREASE: Less than 3% by Change Orders to date
FEE: Not applicable

Board of Public Works Action - The above referenced Item was:

Approved Disapproved Deferred
With Discussion Without Discussion

CHANGE ORDERS

Item C-15

MONTEBELLO CENTER
(Department of Health and Mental Hygiene)

Approval is recommended for execution of Change Order #3 to contract with General Automatic Sprinkler Company for INSTALLATION OF SPRINKLER FIRE PROTECTION. This Change Order covers the installation of sprinkler piping in the interstitial space removing an obvious eyesore and sanitation hazard.

AMOUNT OF CHANGE ORDER:	\$16,200.00
FUND SOURCE:	Item 53, General Construction Loan of 1971 "Installation of Fire Protection Sprinkler System for Ground Floor of Hospital."
ORIGINAL CONTRACT APPROVED:	Item 49, this Department's Agenda June 12, 1974
AMOUNT OF ORIGINAL CONTRACT:	\$32,500.00
PERCENTAGE INCREASE:	Less than 75% by Change Orders to date
FEE:	Not applicable

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

INVOICES

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items I-1 through I-11, of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 77 through 78 , attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 77 through 78 .

INVOICES

DEPARTMENT OF NATURAL RESOURCES

Approval is requested for payment of the following Invoice for title examination and expenses for the Philip Meyers property, Severn Run Natural Environment Area.

Item I-1 AMOUNT: \$ 264.50 - Rose & Mitchell, Attorneys
FUND SOURCE: Item 43.5, Outdoor Recreation Land Loan of 1969

Approval is requested for payment of the following Invoice for title examination and expenses for the Ben Burroughs, Jr. property, Point Lookout State Park.

Item I-2 AMOUNT: \$ 161.25 - Briscoe, Kenney and Kaminetz, Attorneys
FUND SOURCE: Item 59.5, Outdoor Recreation Land Loan of 1969

Approval is requested for payment of the following Invoice for title examination and expenses for the Michael Stachelek property, Gunpowder State Park.

Item I-3 AMOUNT: \$ 179.12 - Connor & Eby, Attorneys
FUND SOURCE: Item 94.5, Outdoor Recreation Land Loan of 1969

Approval is requested for payment of the following Invoice for title examination and expenses for the Guy L. Fletcher property, Seneca State Park.

Item I-4 AMOUNT: \$ 261.50 - Robert S. Bourbon, Attorney
FUND SOURCE: Item 131.5, Outdoor Recreation Land Loan of 1969

Approval is requested for payment of the following Invoice for title examination and expenses for the Walter Seek property, Patuxent State Park.

Item I-5 AMOUNT: \$1,305.64 - Charles E. Wehland, Attorney
FUND SOURCE: Item 28.5, Outdoor Recreation Land Loan of 1969

Approval is requested for payment of the following Invoice for title examination and expenses for the Harry A. Smuck property, Patapsco State Park.

Item I-6 AMOUNT: \$ 849.00 - R. Earl Frederick, Attorney
FUND SOURCE: Item 148.5, Outdoor Recreation Land Loan of 1969

Approval is requested for payment of the following Invoice for title examination and expenses for the Ralph Pittman, et al, Seneca State Park.

Item I-7 AMOUNT: \$ 460.00 - Rudolph N. D'Agaris, Attorney
FUND SOURCE: Item 131.5, Outdoor Recreation Land Loan of 1969

Approval is requested for payment of the following Invoice for title examination and expenses for the Vernon W. Holeman property, Seneca State Park.

Item I-8 AMOUNT: \$ 621.68 - Blanchard, Sackville & Hambleton, Attorneys
FUND SOURCE: Item 131.5, Outdoor Recreation Land Loan of 1969

INVOICES

UNIVERSITY OF MARYLAND, BALTIMORE

Approval is requested for payment of the following Invoice for title examination and expenses for the 502 & 504 E. Fayette Street property, University of Maryland, Baltimore Campus.

Item I-9 AMOUNT: \$ 619.06 - Goodman, Meagher & Enoch, Attorneys
FUND SOURCE: Item 163.5, General Construction Loan of 1971

Item I-10 DEPARTMENT OF GENERAL SERVICES

Approval is requested for payment of the following Invoices for blueprints in connection with bidding on various projects as indicated:

GARDENS REPRODUCTION PHOTO-PRINT COMPANY, INC.

Board of Public Works	HE-743-(10)	\$52.50	Budget 23.05.01.19
Military Department	M-721-722	16.80	Item 25, GCL 1972
Department of Natural Resources	P-20-722-(14)	33.60	Item 49, GCL 1972
	P-20-731	168.00	Item 31, GCL 1973
	P-55-732-(6)	142.20	Item 44, GCL 1973
Md. Correctional Inst. - Women	KW-473-722	128.70	Item 113, GCL 1973
Md. School for the Deaf	A-101-731	50.40	Item 210, GCL 1973

Item I-11 Approval is requested for payment of the following Invoices in connection with electrical testing on projects as indicated:

MARYLAND ELECTRICAL TESTING COMPANY, INC.

Board of Public Works	B-695	\$2520.00	Item 20, GCL 1972
Bowie State College	XTB 1-723	500.00	Item 238, GCL 1972
Boy's Forestry Camps	DN-551-701	60.00	Water Quality Loan of 1968
Boy's Forestry Camps	DN-551-721	60.00	Item 140, GCL 1972
Frostburg State College	TF-703	120.00	Item 245, GCL 1972
Maryland Park Service	P-26-701	240.00	Item 36, GCL 1971
Maryland Park Service	P-59-723	60.00	Item 69, GCL 1972
Patuxent Institute	KD-592-703	540.00	Item 129, GCL 1971
University of Md., Balto.	XUB-1-634-724	540.00	Item 202, GCL 1972
University of Md., Ba. Co.	XUA-1-734	360.00	Item 150, GCL 1973

Board of Public Works Action - The above referenced Items were:

<u>Approved</u>	Disapproved	Deferred
With Discussion		<u>Without Discussion</u>

APPOINTMENTS

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items A-1 through A-14, of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 80 through 82 , attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 80 through 82 .

APPOINTMENTS

Item A-1 DEPARTMENT OF GENERAL SERVICES

DEPARTMENT OF NATURAL RESOURCES (SOUTH MOUNTAIN NATURAL ENVIRONMENT AREA):
Approval is requested for the appointment of the following Engineer for preparation of Base Maps in connection with land acquisition.

ENGINEER: Greenhorne & O'Mara, Inc. - Riverdale, Maryland
FEE: \$5,875.00
FUND SOURCE: Item 106, Outdoor Recreation Land Loan of 1969

Item A-2 DEPARTMENT OF NATURAL RESOURCES (POINT LOOKOUT STATE PARK): Approval is requested for the appointment of the following Engineer for laboratory testing of soil samples in connection with Proposed Boat Basin, Dredging, Jetties and Shore Protection.

ENGINEER: National Foundation Engineering, Inc. - Lutherville, Maryland
FEE: \$180.00
FUND SOURCE: Item 58-A, General Construction Loan of 1972

Item A-3 STATE MILITARY DEPARTMENT: Approval is requested for the appointment of the following firm for excavation work in connection with percolation tests at the Denton Armory site.

FIRM: The Eley Lumber Co., Inc. - Queen Anne, Maryland
FEE: \$240.00
FUND SOURCE: Item 15, General Construction Loan of 1974

Item A-4 DEPARTMENT OF NATURAL RESOURCES (SENECA CREEK STATE PARK): Approval is requested for the appointment of the following Engineer for surveys in connection with inspection of the Dam and Impoundment project.

ENGINEER: Century Engineering, Inc. - Towson, Maryland
FEE: NOT TO EXCEED \$5,800.00
FUND SOURCE: Item 39, General Construction Loan of 1973

Item A-5 Approval is requested for the EXTENSION of the following Architectural/Engineering appointment for work from funds as indicated below:

DEPARTMENT OF NATURAL RESOURCES (POINT LOOKOUT STATE PARK): "Continuation of Shore Erosion Protection on the Chesapeake Bay Side of the Park"

ENGINEER: Rummel, Klepper & Kahl - Baltimore, Maryland
ORIGINALLY REPORTED: Item A-2, this Department's Agenda June 25, 1973
FEE: Type "B" Schedule
FUND SOURCE: Item 35, General Construction Loan of 1973
Item 38, General Construction Loan of 1974

APPOINTMENTS

Item A-6

DEPARTMENT OF GENERAL SERVICES

Approval is requested for the EXTENSION of the following Architectural/Engineering appointments for work from funds as indicated below:

BOARD OF PUBLIC WORKS: "Extension of Utilities at the State Office Complex, Annapolis"

ENGINEER: Albert B. Gipe and Associates, Inc. - Towson, Maryland
ORIGINALLY REPORTED: Item A-8-A(1), this Department's Agenda July 5, 1972
FEE: Type "B" Schedule
FUND SOURCE: Item 8, General Construction Loan of 1972
Item 5, General Construction Loan of 1971

Item A-7 DEPARTMENT OF NATURAL RESOURCES (PATAPSCO STATE PARK): "Construction of Group Picnicking Facilities to include Roads, Control Gate, Parking Overlook, Utilities and Drinking Fountains in the Hollofield Area"

ENGINEER: Baltimore Transportation Associates, Inc. - Baltimore, Md.
ORIGINALLY REPORTED: Item A-3-A(1), this Department's Agenda Oct. 4, 1972
FEE: Type "B" Schedule
FUND SOURCE: Item 49, General Construction Loan of 1972
Item 37, General Construction Loan of 1974

Item A-8 DEPARTMENT OF NATURAL RESOURCES (DEEP CREEK LAKE STATE PARK): "Construction of Boat Launching Facilities"

ARCHITECT: Dalton-Dalton-Little-Newport, Inc. - Baltimore, Maryland
ORIGINALLY REPORTED: Item A-1-A(35), this Department's Agenda Oct. 12, 1971
FEE: Type "B" Schedule
FUND SOURCE: Item 35, General Construction Loan of 1971
Waterway Improvement Fund

Item A-9 DEPARTMENT OF NATURAL RESOURCES (PATAPSCO STATE PARK): "Construction of Roads, Parking, Support Buildings and Utilities Destroyed by Tropical Storm Agnes in Ilchester Area"

ENGINEER: Baltimore Transportation Associates, Inc. - Baltimore, Md.
ORIGINALLY REPORTED: Item A-25, this Department's Agenda Oct. 3, 1973
FEE: Type "B" Schedule
FUND SOURCE: Item 33, General Construction Loan of 1973
Item 36, General Construction Loan of 1974

APPOINTMENTS

Item A-10 DEPARTMENT OF GENERAL SERVICES

Approval is requested for the following Architectural/Engineering appointments for work from funds as indicated below:

SALISBURY STATE COLLEGE (BOARD OF TRUSTEES OF THE STATE COLLEGES): "Electrical Distribution System"

ENGINEER: McNeill and Baldwin, Inc. - Glen Burnie, Maryland
FEE: Lump Sum \$5,500.00
FUND SOURCE: Item 191, General Construction Loan of 1974

Item A-11 STATE MILITARY DEPARTMENT: "Arms Vault Addition at the Jacksonville and Woodstock (Granite) Nike Sites"

ARCHITECT: Frank J. Norwicz - Baltimore, Maryland
FEE: Lump Sum \$2,500.00
FUND SOURCE: Federal Funds
1975 Budget 23.08.00.03-08

Item A-12 SALISBURY STATE COLLEGE (BOARD OF TRUSTEES OF THE STATE COLLEGES):

Approval is requested for the appointment of the following Engineer for soil testing and compaction control; and concrete sampling and testing in connection with Construction of Residence Hall Complex.

ENGINEER: AMBRIC Testing & Engineering Associates, Inc. - Philadelphia, Pa.
FEE: \$3,900.00
FUND SOURCE: Item 157, General Construction Loan of 1973

Item A-13 TOWSON STATE COLLEGE (BOARD OF TRUSTEES OF THE STATE COLLEGES): Approval is requested for the EXTENSION of the appointment of the following Engineer for caisson inspection in connection with Construction of the Classroom Building.

ENGINEER: MCA Engineering Corporation - Baltimore, Maryland
ORIGINALLY REPORTED: Item A-3, this Department's Agenda March 19, 1975
FEE: \$3,750.00
FUND SOURCE: Item 199, General Construction Loan of 1973

Item A-14 Approval is requested for the EXTENSION of the following Architectural/Engineering appointment for changes in the work from funds as indicated below:

DEPARTMENT OF HEALTH AND MENTAL HYGIENE (MENTAL RETARDATION ADMINISTRATION HEADQUARTERS): "Construction of Western Maryland Mental Retardation Center, Hagerstown, including Utilities and Site Improvements."

ARCHITECT: Nes, Campbell & Partners - Towson, Md.
ORIGINALLY REPORTED: Item A-23, this Department's Agenda June 12, 1974
Item 14, this Department's Agenda October 2, 1974
FEE: Lump Sum \$4,900.00
FUND SOURCE: Item 71, General Construction Loan of 1974

MISCELLANEOUS

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items M-1 through M-7 , of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 84 through 89 , attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 84 through 89 .

MISCELLANEOUS

Item M-1

DEPARTMENT OF NATURAL RESOURCES

Permission is requested to authorize the Department of Natural Resources to raze and remove the following structures:

Monocacy Wildlife Management Area

- A. Chadwick Property buildings requested to be razed
 - 1. Tenant dwelling and garage
 - 2. Small cinder block utility building next to large barn
 - 3. Barn and adjoining small barn and silo
 - 4. Small wood frame structure (Bank of Shiloh)
 - 5. Small wood frame structure (Long Horn Saloon)
 - 6. Log structure in back of Manor House
 - 7. Vandalized house down from manor house

Patuxent State Park

- A. Hilton Property all structures
 - 1. Dwelling
 - 2. Barn
 - 3. Dairy House
 - 4. Corn Crib and equipment shed
- B. Wayson Property cabin
- C. Driver Property, chicken house, 2 barns
- D. Keller Property - all structures
 - 1. Dwelling
 - 2. Large barn
 - 3. Animal shed
- E. Nichol Property
 - 1. Barn
- F. Walter Johnson
 - 1. Dwelling
 - 2. Swimming Pool
 - 3. Bathhouse
- G. Delawder Property
 - 1. Dwelling
 - 2. Storage shed
- H. Raymond Warfield
 - 1. All buildings except the one barn, tenant house and block garage
 - 2. Barns (6) and a shed
- I. Klapp-Henderson
 - 1. Dwelling
 - 2. Barn

(Continued)

MISCELLANEOUS

Item M-1 (Cont'd) DEPARTMENT OF NATURAL RESOURCES (Cont'd)

Patuxent State Park (Cont'd)

- J. Margaret - Gallagher Price
 - 1. Storage shed
 - 2. Stable
 - 3. Barn

- K. Wilson Property
 - 1. Silo

- L. Paula Abb
 - 1. Storage building

- M. Harry Chrobot
 - 1. Dwelling and all out-buildings

These buildings are in extremely poor condition. The razing and removal of these structures by Department of Natural Resources' personnel, at no cost to the State, have been reviewed and approved by the Casualty Claims Engineer of the Department of General Services.

Board of Public Works Action - The above referenced Item was:

<u>Approved</u>	Disapproved	Deferred
<u>With Discussion</u>		Without Discussion

Item M-2 DEPARTMENT OF NATURAL RESOURCES

Permission is requested to advertise for demolition or removal of a cabin located on the Murphy Property, Patuxent State Park, which cannot be utilized in the park program because it is located in an unprotected area. If no bids are obtained as a result of the advertisement, permission is requested for the Department of Natural Resources to accomplish the demolition of the cabin. The demolition or removal of this structure have been reviewed and approved by the Casualty Claims Engineer of the Department of General Services.

Board of Public Works Action - The above referenced Item was:

Approved	Disapproved	<u>Deferred</u>
<u>With Discussion</u>		Without Discussion

MISCELLANEOUS

Item M-3 MARYLAND STATE BOARD FOR COMMUNITY COLLEGES
(MONTGOMERY COMMUNITY COLLEGE - GERMANTOWN CAMPUS)

Board of Public Works approval of an allocation of State funds to Montgomery Community College in the amount of \$241,190 from the General Public Junior or Community College Construction Loan of 1969 is hereby requested.

The County Council of Montgomery County has petitioned for State financial assistance in the Cost of Designing (A/E \$395,880) the First Phase of Construction at the Germantown Campus, Montgomery Community College (CC 01-69-86) and the Cost of Employing a Construction Cost Control Management Firm at a fee of \$86,500. The estimated project construction cost is \$10,000,000, with proposed funding for Design and Construction Cost Management as follows:

DESIGN:

Local Share	\$197,940	(50%)
State Share	<u>197,940</u>	(50%) *
Total	\$395,880	(100%)

CONSTRUCTION COST MANAGEMENT

Local Share	\$43,250	(50%)
State Share	<u>43,250</u>	(50%) **
Total	\$86,500	(100%)

* - State Department of Planning approves this provided the amount be adjusted, if necessary, to exclude State participation in the costs of designing any excess space which remains in the plans at the design development stage.

** - State Department of Planning approves this provided that a report be submitted at the conclusion of the design phases detailing the estimated cost savings achieved through the use of such services.

At the present time no Federal funds are available for this project. Any Federal grant of funds subsequently made available in support of this project shall be deducted from the estimated project cost. The remaining cost shall be divided between the State and local shares.

This approval shall be subject to the Procedures adopted January 5, 1972 and the Guidelines adopted November 7, 1974. The State Board for Community Colleges has made the required finding of fact and recommends by Resolution the allocation to Montgomery Community College from the General Public Junior or Community College Construction Loan of 1969.

(Continued)

MISCELLANEOUS

Item M- 3 MARYLAND STATE BOARD FOR COMMUNITY COLLEGES (Cont'd)
(Cont'd) (MONTGOMERY COMMUNITY COLLEGE - GERMANTOWN CAMPUS)

Board of Public Works approval is further requested for the appointment of the cost control management firm of Monk Dunstone Associates of Arlington, Virginia, to provide cost control services during the design phase.

Board of Public Works Action - The above referenced Item was:

Approved	Disapproved	Deferred
With Discussion		Without Discussion

Item M-4 MARYLAND STATE BOARD FOR COMMUNITY COLLEGES
 (ANNE ARUNDEL COMMUNITY COLLEGE)

Reference is made to Item 11 of this Department's agenda for the Board of Public Works meeting held on February 5, 1975, wherein a contract award for construction of an Administration Building in the amount of \$851,000 was approved for Anne Arundel Community College (CC 11-71-36).

The Board of Trustees of Anne Arundel Community College believes that the contract with Affiliated Contract Consultants, Inc. has been breached because of the failure of Affiliated to comply with essential portions of the contract documents.

It is therefore requested that the contract be awarded to Joseph F. Trionfo & Sons, Inc., the next lowest bidder, for a sum of \$875,000. As The Maryland Casualty Company, the bonding company for the project, has agreed to pay the difference between the two bids, no additional State or County funds will be required.

BOARD OF PUBLIC WORKS ACTION - The above referenced Item was:

Approved	Disapproved	Deferred
With Discussion		Without Discussion

MISCELLANEOUS

Item M-5

DEPARTMENT OF NATURAL RESOURCES

In accordance with the "Policy and Procedures for Shore Erosion Control Loan Projects" adopted by the Board of Public Works at its Meeting of August 18, 1971 (Item M-1 DGS Agenda), we submit herewith a report of contracts awarded by the Department of Natural Resources for engineering and/or construction projects:

CONSTRUCTION CONTRACT FOR:

- 1. Shore Erosion Control, William H. Durr, Jr.
 (SEC 11-74), Anne Arundel County
 Awarded to: John H. Norris in the amount of
 \$49,480.00
 Funds to be charged: Shore Erosion Control Construction Loan
 Fund, 7-79.30.02.02, \$28,448.00 and
 7-79.30.02.01A, \$21,032.00

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

Item M-6

DEPARTMENT OF GENERAL SERVICES

In connection with the elevator maintenance for the FREIGHT AND PASSENGER ELEVATOR at the MARYLAND JOB CENTER at WOODSTOCK, permission is requested to encumber and to pay as an invoice the following funds; said performance of maintenance contract to be from April 1, 1975 thru April 1, 1976 (@ \$142.58).

AMOUNT: \$1,710.96 - The Standard Elevator Company
FUND SOURCE: Non-Budget 7-28.01.01.42

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

MISCELLANEOUS

Item M-7

BOWIE STATE COLLEGE
(Board of Trustees of the State Colleges)

Reference is made to Item 16 of this Department's Agenda of December 18, 1974, wherein permission was granted to enter into a contract with Harry Sparks Co., Inc. for Expansion of Heating Plant in the amount of \$263,348.00. Permission is now requested to change the originally reported fund sources as follows:

FROM: \$263,348.00 - Item 161, General Construction Loan of 1973
TO: \$242,629.00 - Item 161, General Construction Loan of 1973
20,719.00 - Item 160, General Construction Loan of 1973

Board of Public Works Action - The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

PROPERTY

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items P-1 through P-5, of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 91 through 94, attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 91 through 94.

PROPERTY

UNIVERSITY OF MARYLAND - BALTIMORE

Item P-1

Reference is made to this department's agenda of October 27, 1971, Item P-4-A, wherein Board of Public Works approved the purchase of the Gertrude Blankman Paul et al property in Baltimore City, Maryland, for use of the UNIVERSITY OF MARYLAND.

As a result of a study by the Bureau of Relocation Assistance, it was determined that Miss Grace Diggs, a tenant on the property, is entitled to \$385 for moving costs. Board of Public Works approval is requested to pay this amount.

AMOUNT: \$385
FUND SOURCE: Item 163, General Construction Loan, 1971

Board of Public Works action: The above referenced item was:

Approved Disapproved Deferred
With discussion Without discussion

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Item P-2

Approval is requested for permission to enter into condemnation proceedings to acquire the following property in St. Mary's County, Maryland, for use of ST. MARY'S CITY COMMISSION.

OWNER: Peter J. Holiskey
PROPERTY: 2.091 acres unimproved
OWNERSHIP: Since 1972
APPRAISED VALUE: \$2,600 in fee -- Carl Heinmuller
\$2,500 in fee -- Ronald B. Tucker
FUND SOURCE: \$1,300 - Item 92, Outdoor Recreation Land Loan, 1969
\$1,300 - Non-Budget 79.37.10.01.07
REMARKS: Based upon a review of the appraisal reports, an offer of \$2,750 was submitted and rejected. A relocation study was made by the Bureau of Relocation Assistance and it was determined that no relocation assistance payments or services will be involved in this acquisition.

Board of Public Works action: The above referenced item was:

Approved Disapproved Deferred
With discussion Without discussion

PROPERTY

Item P-4

DEPARTMENT OF NATURAL RESOURCES

Reference is made to Item P-5, this Department's Agenda April 3, 1974 for the Meeting of the Board of Public Works, wherein approval was given to acquire 12.679 acres of unimproved property from Lola I. Phelps for Severn Run Natural Environment Area for a consideration of \$27,900.00. Property was subject to survey and payment to be made on the basis of \$2,200.00 per acre. A subsequent survey of the property revealed an actual acreage of 12.549 acres, a decrease of .130 acre. Accordingly, Board of Public Works approval is requested to decrease the purchase price by \$292.20 reflecting the difference between \$27,900.00 and the corrected price of \$27,607.80.

FUND SOURCES: \$7,583.75 -- Item 43, Outdoor Recreation Land Loan, 1969,
\$20,024.05, -- Item 74, Outdoor Recreation Land Loan, 1969,
(Decrease)

Board of Public Works Action -- The above referenced Item was:

Approved

Disapproved

Deferred

With Discussion

Without Discussion

PROPERTY

DEPARTMENT OF NATURAL RESOURCES

Item P-5

Approval is requested for permission to accept option contract for the purchase of the following property in Baltimore County, Maryland, for use of GUNPOWDER STATE PARK, with title transfer documents subject to approval by the State Law Department.

SPECIAL CONDITIONS: None
 OPTIONORS: Elmer L. Mentzell and Rose Marie Mentzell, his wife
 OWNERSHIP: Since 1954
 PROPERTY: 1.37 acres improved
 ASSESSED VALUE: \$10,635
 OPTION DATE: April 16, 1975
 OPTION PERIOD: 6 months
 PRICE: \$48,500 in fee
 APPRAISED VALUE: \$48,500 in fee -- Ronayne W. Bennett
 \$47,500 in fee -- Donald G. Betz
 FUND SOURCE: Item 94, Outdoor Recreation Land Loan, 1969
 REMARKS: This property lies within the approved boundaries of Gunpowder State Park. Acquisition has been recommended by the Department of Natural Resources. As this is not a federally aided project, no relocation assistance payments or services will be involved in this acquisition. The option price has been recommended by the Staff Review Appraiser.

Board of Public Works action: The above referenced item was:

Approved

Disapproved

Deferred

With discussion

Without discussion

DEFERRED

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items D-1 through D-2, of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 96 through 97, attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 96 through 97.

DEFERRED

DEPARTMENT OF NATURAL RESOURCES

Item D-1

Reference is made to this department's agenda of July 3, 1974, Item D-2, wherein Board of Public Works deferred permission to accept option for the purchase of the Gannon property, pending further study by the Department of Natural Resources. The study having been made, approval is therefore requested for permission to accept option contract for the purchase of the following property in Queen Anne's County, Maryland, for use of TUCKAHOE STATE PARK, with title transfer documents subject to approval by the State Law Department.

SPECIAL CONDITIONS:	The Grantees may conduct a survey to ascertain the acreage of the subject taking and based thereon payment will be \$875 per acre for 59.82 acres; consideration for improvements thereon being set at \$18,900 with damage to the remaining property set at \$20,000.
OPTIONORS:	Franklin C. Gannon and Helen Mae Gannon
OWNERSHIP:	Since 1964
PROPERTY:	59.82 acres improved
ASSESSED VALUE:	\$29,315 on 86.88 acres
OPTION DATE:	February 13, 1975
OPTION PERIOD:	6 months
PRICE:	\$91,250 in fee
APPRAISED VALUE:	\$105,920 in fee -- F. Phillips Williamson \$83,475 in fee -- J. Reese Short
FUND SOURCE:	Item 136, Outdoor Recreation Land Loan, 1969
REMARKS:	This property lies within the approved boundaries of Tuckahoe State Park. Acquisition has been recommended by the Department of Natural Resources. A relocation study was made by the Bureau of Relocation Assistance and it was estimated that there will be approximately \$10,000 maximum for moving costs. This is a federally aided project. The option price has been recommended by the Staff Review Appraiser.

Board of Public Works action: The above referenced item was:

<u>Approved</u>	Disapproved	Deferred
With discussion		<u>Without discussion</u>

DEFERRED

DEPARTMENT OF NATURAL RESOURCES

Item D-2

Reference is made to this department's agenda of January 2, 1975, Item P-4, wherein Board of Public Works deferred payment of an inquisition pending a study to determine the approximate cost to abandon the following matter.

An inquisition was returned in the matter of State of Maryland vs. Kunlo on December 6, 1974, in the Circuit Court of Montgomery County for the condemnation of 5.4613 acres of unimproved land in the amount of \$61,250 for the use of SENECA STATE PARK. This sum is at the rate of \$11,215.28 per acre.

The Department of Natural Resources endorses abandonment of this inquisition as they feel the award is excessive.

Letters showing a breakdown of the costs to the State in this matter have been sent by separate mail to the members of the Board of Public Works. It is to be noted that the State must make its election within 120 days from day of judgment.

It is requested that the Board of Public Works approve this item, to abandon the proceedings.

Board of Public Works action: The above referenced item was:

Approved

Disapproved

Deferred

With discussion

Without discussion

LEASES & AGREEMENTS

Mr. George R. Lewis, Secretary to the Department of General Services, presented Items LA-1 through LA-16, of his Agenda, dated April 2, 1975, as described in the attached Minute Items of Exhibit Pages 99 through 105, attached hereto and incorporated herein.

The Board of Public Works, after said presentation, took action as indicated on all Minute Items contained on Exhibit Pages 99 through 105 .

LEASES & AGREEMENTS

Item L-A-4 DEPARTMENT OF TRANSPORTATION
State Highway Administration

LESSEE: Herbert Sachs, Vice President
301 Fifty Corporation

PROPERTY LOCATION: North side of Maryland Rte. 450 East of Rte. 301
Anne Arundel County

SPACE TYPE: Land only-5,500 sq. ft. LEASE TYPE: New

TERM: Month-to-Month MONTHLY RENT: \$10.00 EFFECTIVE: December 1, 1974

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

Item L-A-5 DEPARTMENT OF TRANSPORTATION
State Highway Administration

LESSEE: William F. Eder
Susan J. Eder, Wife

PROPERTY LOCATION: 117 Slade Avenue, Pikesville

SPACE TYPE: Residence LEASE TYPE: New

TERM: Month-to-Month MONTHLY RENT: \$160.00 EFFECTIVE: January 1, 1975

PERCENTAGE OF APPRAISED VALUE: 8.7%

UTILITIES: Lessee REPAIRS & MAINTENANCE: Lessee

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

Item L-A-6 DEPARTMENT OF TRANSPORTATION
State Highway Administration

LESSEE: Shirley E. Burriss

PROPERTY LOCATION: 4194 Columbia Pike, Ellicott City

SPACE TYPE: Residence LEASE TYPE: New

TERM: Month-to-Month MONTHLY RENT: \$90.00 EFFECTIVE: November 1, 1974

PERCENTAGE OF APPRAISED VALUE: 7%

UTILITIES: Lessee REPAIRS & MAINTENANCE: Lessee

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

LEASES & AGREEMENTS

Item L-A-7

DEPARTMENT OF TRANSPORTATION

State Highway Administration

LESSEE: Commercial Lighting Sales Corporation
2619 Maryland Avenue
Baltimore, Maryland 21218

PROPERTY LOCATION: East Side Rte. 29 at intersection with Rte. 32
Simpsonville, Maryland

SPACE TYPE: Storage LEASE TYPE: Renewal

TERM: Month-to-Month MONTHLY RENT: \$200.00 EFFECTIVE: February 1, 1975

PERCENTAGE OF APPRAISED VALUE: 12%

UTILITIES: Lessee REPAIRS & MAINTENANCE: Lessee

BOARD OF PUBLIC WORKS ACTION: The above item was:

<u>APPROVED</u>	DISAPPROVED	DEFERRED
WITH DISCUSSION	<u>WITHOUT DISCUSSION</u>	

Item L-A-8

DEPARTMENT OF TRANSPORTATION

State Highway Administration

LESSEE: James E. Roberts

PROPERTY LOCATION: 7086 Washington Boulevard, Baltimore 21227

SPACE TYPE: Shop LEASE TYPE: New

TERM: Month-to-Month MONTHLY RENT: \$225.00 EFFECTIVE: February 1, 1975

PERCENTAGE OF APPRAISED VALUE: 11%

UTILITIES: Lessee REPAIRS & MAINTENANCE: Lessee

BOARD OF PUBLIC WORKS ACTION: The above item was:

<u>APPROVED</u>	DISAPPROVED	DEFERRED
WITH DISCUSSION	<u>WITHOUT DISCUSSION</u>	

Item L-A-9

DEPARTMENT OF TRANSPORTATION

State Highway Administration

LESSEE: Anthony Papale

PROPERTY LOCATION: 5704 Randolph Road, Rockville, Maryland

SPACE TYPE: Residence LEASE TYPE: New

TERM: Month-to-Month MONTHLY RENT: \$137.00 EFFECTIVE: March 1, 1975

PERCENTAGE OF APPRAISED VALUE: 8%

UTILITIES: Lessee REPAIRS & MAINTENANCE: Lessee

BOARD OF PUBLIC WORKS ACTION: The above item was:

<u>APPROVED</u>	DISAPPROVED	DEFERRED
WITH DISCUSSION	<u>WITHOUT DISCUSSION</u>	

LEASES & AGREEMENTS

Item L-A-10

DEPARTMENT OF TRANSPORTATION

State Highway Administration

LESSEE: Walter Perry Turner
Linda J. Turner, Wife

PROPERTY LOCATION: Rear of 14120-14124 New Hampshire Avenue
Silver Spring, Maryland

SPACE TYPE: Land only-8 acres LEASE TYPE: New

TERM: Month-to-Month MONTHLY RENT: \$20.00 EFFECTIVE: March 1, 1975

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

Item L-A-11 DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Division of Parole and Probation

Division of Correction

LESSOR & OWNER: William A. Morgenstern, Sole Owner
2101 Gwynn Oak Avenue
Baltimore, Maryland 21207

PROPERTY LOCATION: 6314 Windsor Mill Road
Baltimore, Maryland

SPACE TYPE: Office LEASE TYPE: Renewal SQUARE FEET: 10,277
Corrections- 8,755
Parole & Probation- 1,522

TERM: Four (4) Years EFFECTIVE: May 1, 1975

ANNUAL RENT: \$55,000.08 SQUARE FOOT RATE: \$5.35

Corrections- 46,854.60

Parole & Prob.- 8,145.48

FUNDING SOURCE: General

CUSTODIAL RESPONSIBILITY: Lessor UTILITIES RESPONSIBILITY: Lessor

REMARKS: This space is currently occupied by Juvenile Services, which is scheduled to move to the O'Connor Building on April 19, 1975. The current lease agreement for 9,091 square feet at \$49,091 is abrogated by this lease.

SPECIAL CONDITIONS:

1. Lessor to make minor renovations to accomodate new tenants.
2. Unlimited use of approximately 30 parking spaces.
3. Tax, utilities, and janitorial escalations.
4. 814 Square feet of space will be occupied by Parole and Probation upon Board of Public Works approval or April 5, whichever is later.

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

LEASES & AGREEMENTS

Item L-A-12 DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Division of Correction

LESSOR & OWNER: The Most Reverend William D. Borders
Roman Catholic Archbishop of Baltimore
and his successors in the Archiepiscopal See,
A Corporation Sole

PROPERTY LOCATION: Convent Building, Saint Ambrose Catholic Church
4500 Park Heights Avenue
Baltimore, Maryland

SPACE TYPE: Community Correction LEASE TYPE: NEW SQUARE FEET: 12,729
Center for Women

TERM: Three (3) Years EFFECTIVE: April 1, 1975

ANNUAL RENT: \$29,000 SQUARE FOOT RATE: \$2.28

FUNDING SOURCE: Federal

CUSTODIAL RESPONSIBILITY: Lessee UTILITIES RESPONSIBILITY: Lessee

SPECIAL CONDITIONS:

1. Lease contains ninety (90) day termination clause should Federal funds no longer be provided.

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

Item L-A-13 DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Criminal Injuries Compensation Board

LESSOR & OWNER: Cecil Real Estate Corporation
1123 North Eutaw Street
Baltimore, Maryland 21201
President: Mr. Robert L. Jackson
Vice-President: Mr. Robert O. Jackson

PROPERTY LOCATION: Suite 601
1123 North Eutaw Street
Baltimore, Maryland 21201

SPACE TYPE: Office LEASE TYPE: Renewal SQUARE FEET: 1,686

TERM: Three (3) Years EFFECTIVE: March 1, 1975

ANNUAL RENT: \$7,165.56 SQUARE FOOT RATE: \$4.25

FUNDING SOURCE: General

CUSTODIAL RESPONSIBILITY: Lessor UTILITIES RESPONSIBILITY: Lessor

SPECIAL CONDITIONS:

1. Tax escalation.

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

LEASES & AGREEMENTS

Item L-A-14 DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Parole and Probation

LESSOR & OWNER: First National Bank of Maryland, Trustee
U/W (under will) of Edward Costanza
Baltimore, Maryland

PROPERTY LOCATION: 3014 Greenmount Avenue
Baltimore, Maryland

SPACE TYPE: Office LEASE TYPE: Renewal SQUARE FEET: 2,000

TERM: One (1) Year EFFECTIVE: May 1, 1975

ANNUAL RENT: \$4,800.00 SQUARE FOOT RATE: \$2.40

FUNDING SOURCE: Federal

CUSTODIAL RESPONSIBILITY: Lessee UTILITIES RESPONSIBILITY: Lessee

SPECIAL CONDITIONS:

1. Provides four (4) parking spaces.
2. This is final year of a three (3) year Federal Grant.

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDISCUSSION

WITHOUT DISCUSSION

Item L-A-15

UNIVERSITY OF MARYLAND

LESSEE: J. & G., Inc., A Maryland Corporation
T/A Town Hall

PROPERTY LOCATION: 8135 Baltimore Boulevard

SPACE TYPE: Parking Lot LEASE TYPE: New SQUARE FEET: 11,220

TERM: Five (5) Years QUARTERLY RENT: \$4,040.00 EFFECTIVE: April 1, 1975

PERCENTAGE OF APPRAISED VALUE: 12%

REPAIRS & MAINTENANCE: Lessee

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

LEASES & AGREEMENTS

Item L-A-16

JUDICIARY OF MARYLAND

District Court of Maryland

LESSOR & OWNER: Lewis C. Cassidy
Carmel Cassidy
Upper Marlboro

PROPERTY LOCATION: 14757 Main Street
Upper Marlboro, Maryland

SPACE TYPE: Court Facilities LEASE TYPE: New SQUARE FEET: 8,000 existing
1,480 additional
9,480

TERM: Four (4) Years

EFFECTIVE: April 1, 1975

ANNUAL RENT: \$36,482

SQUARE FOOT RATE: \$3.85

FUNDING SOURCE: General

CUSTODIAL RESPONSIBILITY: Lessor

UTILITIES RESPONSIBILITY: Lessee

SPECIAL CONDITIONS:

1. Contains escalation--de-escalation for real estate taxes after the second year with the base year being 1975-1976.
2. Lessor will provide twenty-eight (28) parking spaces at no cost to Lessee.
3. Contains option to renew for one (1) year at expiration of original term.
4. All other lease agreements between Lessor and Lessee for these premises are abrogated in favor of this agreement.

BOARD OF PUBLIC WORKS ACTION: The above item was:

APPROVED

DISAPPROVED

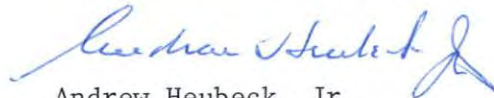
DEFERRED

WITH DISCUSSION

WITHOUT DISCUSSION

There being no further business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Andrew Heubeck, Jr.", with a stylized flourish at the end.

Andrew Heubeck, Jr.
Secretary

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