

MINUTES
OF THE
MEETING OF THE
BOARD OF PUBLIC WORKS

December 3, 2003

BOARD OF PUBLIC WORKS

TABLE OF CONTENTS

December 3, 2003

I. ITEMS SUBMITTED ON THE DEPARTMENT OF GENERAL SERVICES AGENDA:

| | |
|---|-------|
| Construction Contracts | 4-5 |
| A/E Service Contract Modification | 6-7 |
| Maintenance Contracts | 8-9 |
| Equipment Contracts | 10-11 |
| General/Miscellaneous | 12 |
| Real Property | 13-14 |
| Leases | 15-22 |
| Capital Grants and Loans..... | 23-47 |

II. ITEMS SUBMITTED ON THE SECRETARY'S AGENDA

| | |
|--|---------|
| Board of Public Works | |
| Wetlands Administration..... | 48-50 |
| Department of Agriculture | |
| Agricultural Cost-Share Program | 51-53 |
| Department of the Environment | 54-57 |
| Department of Natural Resources | |
| Maryland Environmental Trust..... | 59-60 |
| Maryland Food Center Authority | 61 |
| Maryland Stadium Authority | 62-65 |
| Department of Housing & Community Development | 66-69 |
| APPENDIX..... | 70-72 |
| SUPPLEMENT A - Program Open Space..... | 73-84 |
| SUPPLEMENT B - Budget & Fiscal Planning | 85-185 |
| SUPPLEMENT C - University System of Maryland | 186-189 |
| SUPPLEMENT D - Public Safety & Correctional Services | --- |
| SUPPLEMENT E - Maryland Environmental Services | 190-191 |
| SUPPLEMENT F - Morgan State University..... | 192-193 |

III. ITEMS SUBMITTED ON THE DEPARTMENT OF TRANSPORTATION AGENDA:

| | |
|------------------------------|---------|
| Construction Contracts | 194-203 |
| Maintenance Contracts | 204-207 |
| Leases | 208-211 |
| General/Miscellaneous | 212-220 |

| | |
|-------------------|----------------|
| INDEX..... | 222-223 |
|-------------------|----------------|

MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS, DECEMBER 3, 2003

The Board of Public Works met in the Governor's Reception Room, State House, Annapolis, Maryland, on Wednesday, December 3, 2003.

Board Members present:

The Honorable Robert L. Ehrlich, Jr., Governor
The Honorable William Donald Schaefer, Comptroller
The Honorable Nancy K. Kopp, Treasurer

Also present:

Boyd K. Rutherford, Secretary, Department of General Services

CONSTRUCTION:

| | |
|---|---|
| General Construction Loan of 1970 | Maryland Consolidated Capital Bond Loan of 1995 |
| General Construction Loan of 1986 | Maryland Consolidated Capital Bond Loan of 1996 |
| General Construction Loan of 1987 | Maryland Consolidated Capital Bond Loan of 1997 |
| General Construction Project Contingency Fund 1988 | Maryland Consolidated Capital Bond Loan of 1998 |
| General Construction Loan of 1989 | Maryland Consolidated Capital Bond Loan of 1999 |
| Maryland Consolidated Capital Bond Loan of 1992 | Maryland Consolidated Capital Bond Loan of 2000 |
| Maryland Consolidated Capital Bond Loan of 1992-POS | Maryland Consolidated Capital Bond Loan of 2001 |
| Maryland Consolidated Capital Bond Loan of 1994 | Maryland Consolidated Capital Bond Loan of 2002 |
| | Maryland Consolidated Capital Bond Loan of 2003 |

On items where payments are to be made from proceeds of the above listed bond issues, full regard is given to the provisions of each Act and its prospective amendments.

Except as otherwise provided in these Acts, before the State agency or institution responsible for an individual item may begin work with funds secured under the Act, the agency or institution shall provide satisfactory assurances to the Board of Public Works that the work described in the individual items can be completed with the funds specified for that item.

If federal funds are available to help accomplish any project identified in these Acts, the State agency or institution responsible for the project shall make efforts through proper administrative procedures to obtain these federal funds. Before spending any funds secured under these Acts, the agency or institution shall certify its efforts to the Board of Public Works and state the reason for any failure to obtain federal funds. If federal funds are obtained, they shall be used to defray the costs of the project described in these Acts, not to expand its scope, except in the case of projects for State parks and recreation areas of the Department of Natural Resources funded from the proceeds of the General Construction Loans of 1973 through 1980. These latter projects may be expanded in scope beyond that proposed in the specific appropriation in these Acts if the addition of Federal funds makes this possible, but not beyond the total park acreage or area to which it applies, as evident from the master plan for State parks and recreation areas as adopted by the Department of Natural Resources.

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CONSTRUCTION CONTRACT

ITEM 1-C (Revised)

DEPARTMENT OF NATURAL RESOURCES

Matapeake Marine Terminal
Queen Anne's County

CONTRACT NO. AND TITLE

Project No. F-018-007-010
Adpics No. 001B4900211
Construction of Stone Breakwater

DESCRIPTION - This contract provides for the demolition and disposal of 603 lf of deteriorating timber and steel breakwater and the construction of a replacement stone breakwater. Additional work to the existing stone breakwater includes construction of approximately 200 lf of new toe and the installation of approximately 300 tons of stone to repair areas that have settled over time.

PROCUREMENT METHOD

Competitive Sealed Bidding

BIDS OR PROPOSALS

AMOUNT

| | |
|---|-------------|
| Corman-Imbach Marine, Inc. Baltimore, MD | \$1,789,945 |
| Coastal Design & Construction, Gloucester, VA | \$1,843,505 |
| McLean Contracting, Glen Burnie, MD | \$2,795,000 |
| Edwin A. & John O. Crandell, Inc.; West River, MD | \$3,472,912 |

AWARD

Corman-Imbach Marine, Inc.

AMOUNT

\$1,789,945

PERFORMANCE BOND

100% of Full Contract Amount

FUND SOURCE

| | |
|----------------------------------|---------------|
| DNR - Waterway Improvement Funds | |
| K05 2001 E011 08/19 28233 | \$ 970,579.36 |
| K05 2001 E011 08/19 28243 | \$ 51,802.80 |
| K05 2002 E011 08/19 28383 | \$ 232,617.84 |
| K05 2004 E011 08/19 28493 | \$ 534,945.00 |

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CONSTRUCTION CONTRACT

ITEM 1-C (Revised)

REMARKS

The government estimate for this contract is \$1,753,500.

Matapeake Marine Terminal is a harbor of refuge for Maryland's portion of the Chesapeake Bay, a public recreational facility for Queen Anne's County, and an important center of operations for the Natural Resources Police (including the buoy tenders) and fisheries of the Department of Natural Resources (DNR). Siltation of the harbor and waves are major operational and maintenance problems caused by the deteriorated condition of the existing north jetty and breakwater.

The existing steel and timber breakwater has large holes throughout the structure allowing waves and litter to enter the harbor. This breakwater will serve to calm the harbor waters and prevent material from silting in the channel.

The Department of Natural Resources has recently dredged the harbor under a separate contract.

This solicitation was advertised in the Maryland Contract Weekly and on eMaryland Marketplace. The prospective bidders included three (3) firms located in Maryland and one (1) located out-of-state. Four (4) responsive and responsible bids were received.

Minority Business Enterprise participation for this project is 9% to African American firms. Due to the location of the project, 16% of the established goal has been waived.

The Office of the State Comptroller has verified, under Control Number 03-1824-1111, that the recommended contractor **has no known deficiencies** in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor IS a resident business under the guidelines of BPW Advisory P-003-95 Revised.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CONTRACT MODIFICATION (A/E Service)

ITEM 2-AE-MOD (Revised)

DEPARTMENT OF GENERAL SERVICES

House of Delegates Office Building
Annapolis, Maryland

ORIGINAL CONTRACT NO. & TITLE

Project No: BA-000-861-101
Adpics No: CO765448
Alterations & Addition to the Thomas Hunter
Lowe House of Delegates Office Building

ORIGINAL CONTRACT APPROVED

BPW December 1, 1999; Item 4-AE

ORIGINAL PROCUREMENT METHOD

Maryland Architectural and Engineering Services

CONTRACTOR

Cochran, Stephenson and Donkervoet
Baltimore, Maryland

MODIFICATION Modification No. 9 is an overall credit to the Architectural and
Engineering Services contract for:

- (1) a reduction in the overall scope of the interior renovation
of the existing House of Delegates Building <\$110,006.00> credit
- (2) design services as required to incorporate all clarifications
and modifications regarding various aspects of this project
into a conformed set of documents \$26,526.00

MODIFICATION AMOUNT <\$83,480.00> credit

ORIGINAL CONTRACT AMOUNT \$1,102,041.00

MODIFICATIONS PREVIOUSLY APPROVED \$1,430,844.56

REVISED CONTRACT AMOUNT \$2,449,405.56

PERCENTAGE INCREASE (7.57%) (Individually)
122.26% (Cumulatively)

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CONTRACT MODIFICATION (A/E Service)

ITEM 2-AE-MOD (Revised)

FUND SOURCE Item 050, MCCBL 2000

REMARKS

The renovation work in the upper floors of the existing House of Delegates Building has been reduced by eliminating all planned renovations with the exception of the work required to integrate the new addition into the existing building. This results in an overall reduction in Architectural and Engineering Services.

The conformed set of contract documents will be used as the basis for Best and Final offers for the addition to House of Delegates building.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

N:\House of Delegates _Revised.MS.wpd

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

MAINTENANCE CONTRACT

ITEM 3-M

DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES

Maryland Correctional Training Center
Hagerstown, Maryland

CONTRACT NO. AND TITLE

Project No: KA-611-030-001
Adpics No: 001B4900210
Refurbish Kitchen Flooring

DESCRIPTION - This project provides for supplying all of the materials, equipment and labor necessary to relocate kitchen equipment; demolish, excavate and remove the existing deteriorated quarry tile flooring and setting bed (8,050 sq. ft.); replace and upgrade floor drainage and clean outs; re-establish sufficient drainage slopes; and install new brick paver flooring.

PROCUREMENT METHOD

Competitive Sealed Bidding

BIDS OR PROPOSALS

Callas Contractors, Inc. - Hagerstown, MD
Shoemaker Brothers, Inc. - Frederick, MD

AMOUNT

\$535,000.00
\$639,480.00

AWARD

Callas Contractors, Inc.

AMOUNT

\$ 535,000.00

PERFORMANCE BOND

100% of Full Contract Amount

FUND SOURCE

Item 115, MCCBL 2002

REMARKS

The government estimate for this project is \$532,063.00.

This work will remediate health department issues associated with the deteriorated condition of the existing floor. The kitchen will remain operational during the demolition and construction, requiring work to be done in five (5) subsequent phases.

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

MAINTENANCE CONTRACT

ITEM 3-M

REMARKS

The contractor will also perform a comprehensive floor survey to assure adequate drainage slope to the new floor drains without altering existing floor elevations at the walls and other adjoining construction. The Washington County Health Department has approved the materials to be used in the project and the flow of food products in the kitchen area during the project work.

This solicitation was advertised in the Maryland Contract Weekly and on eMaryland Marketplace (eMM). Two (2) responsive and responsible bids were received.

Minority Business Enterprise participation for this project is 27.3% which includes .3% to an Asian company; 5% to a woman-owned company and 22% to an African-American company.

The Office of the State Comptroller has verified, under Control Number 03-1828-1111, that the recommended contractor **has no known deficiencies** in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **IS** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

dprbmaintKA611030001

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

EQUIPMENT CONTRACT

ITEM 4-E

BALTIMORE CITY COMMUNITY COLLEGE

Baltimore City Community College
Liberty Campus & Harbor Campus
Baltimore, Maryland

CONTRACT NO. & TITLE

001P4900086
Upgrade AV Equipment

DESCRIPTION - This contract provides for the purchase and installation of audio/visual equipment (document cameras, projectors, DVS/VHS players, podiums) to upgrade six lecture halls in the Life Science Building at the Liberty Campus. Also included is teleconferencing equipment for the Schaefer Conference Room (Liberty Campus) and Bard Conference Room (Harbor Campus, Bard Building). The contract includes complete installation of all equipment and training.

PROCUREMENT METHOD

Competitive Sealed Bidding

BIDS OR PROPOSALS

Custom Fit, Inc.; Chantilly, VA
Southern Business Co.; Vienna, VA
Wave Crest Systems; Leesburg, VA

AMOUNT

\$ 485,145.00
\$ 604,434.66
\$ 840,718.57

AWARD

Custom Fit, Inc.

AMOUNT

\$ 485,145.00

FUND SOURCE

Item 028, MCCBL 1995

REMARKS

This procurement was advertised through eMaryland Marketplace (eMM) and the Maryland Contract Weekly and bid through eMM.

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

EQUIPMENT CONTRACT

ITEM 4-E

REMARKS

State Use Industries does not manufacture the specified equipment on this contract.

The Office of the State Comptroller has verified, under Control Number 03-2046-0011, that the recommended contractor **has no known deficiencies** in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is not** a resident business under the guidelines of BPW Advisory Revised.

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

Approved

Disapproved

Withdrawn

Deferred

With Discussion

bpw0086lr

Without Discussion

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

GENERAL/MISCELLANEOUS

ITEM 5-GM (Revised)
REFERENCE

Capital Projects - Unencumbered Balances

DESCRIPTION

In accordance with State Finance and Procurement Article 8-129, Board of Public Works approval is requested for the transfer of unencumbered balances for funds associated with completed Capital Projects.

The Department of General Services and Department of Budget and Management (Office of Capital Budgeting) have reviewed the unencumbered balances and recommend approval of the following action:

Transfer cash to the General Fund and cancel spending authority \$ 1,470,399.31

Reduce State's authority to issue General Obligation Bonds and cancel spending authority \$ 12,990.19

Transfer spending authority to the Construction Contingency Fund \$ 445,958.00

An itemized listing of projects has been provided as back-up documentation.

see attached letter

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion
bpwbal

Without Discussion

12-3-03 DGS 5-GM

File

Robert L. Ehrlich, Jr.
Governor

Michael S. Steele
Governor

- BACKUP -



Boyd K. Rutherford
Secretary

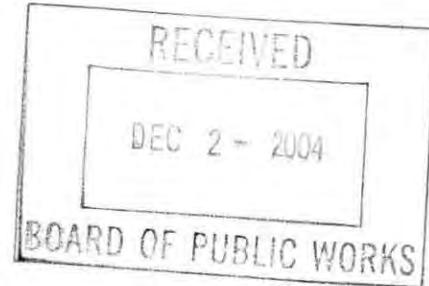
Steve Cassard
Deputy Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

December 1, 2004

Sheila McDonald, Esq.
Secretary to the Board of Public Works
Louis L. Goldstein Treasury Building, Room 213
Annapolis, Maryland 21401-1991

Dear Ms. McDonald:



SUBJECT: December 3, 2003 Board of Public Works

This is to advise you of the following changes to the Department of General Services' Agenda item previously approved by the Board of Public Works.

| | | |
|--|------------|--------------------------------|
| BPW December 3, 2003 | FROM:\$ | 441,377.78 – Item 055, CA 2002 |
| Item 5-GM (Revised) | | Southern Maryland Higher |
| Page 9 | | Education Center |
| Capital Projects – Unencumbered Balances | 406,116.74 | - Item 059, CA 2002 |
| (Back-up Documentation) | | Eastern Shore Detention |
| | | Center |

| | |
|------------|--------------------------------|
| TO:\$ | 471,377.78 – Item 055, CA 2002 |
| | Southern Maryland Higher |
| | Education Center |
| 376,116.74 | - Item 059, CA 2002 |
| | Eastern Shore Detention |
| | Center |

Reason: To adjust reversion amounts to provide for additional funds needed for plumbing and heating contract.



Ms. Sheila McDonald

Page 2

Thank you for your attention to this matter. If you need further information, please call me at (410) 767-4960 or have a member of your staff contact Dennis Flynn, Chief of Fiscal Services, at (410) 767-4230.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Boyd K. Rutherford".

Boyd K. Rutherford
Secretary

cc: The Honorable Robert L. Ehrlich, Jr.
The Honorable William Donald Schaefer
The Honorable Nancy K. Kopp

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

REAL PROPERTY CONVEYANCE/DISPOSITION

ITEM 6-RP

STATE MILITARY DEPARTMENT

Salisbury Armory
Wicomico County
File # 3980

DESCRIPTION

Board of Public Works approval is requested to enter into a Pre-Annexation agreement with the City of Salisbury to expand its boundaries to include the Salisbury National Guard Armory located at 28722 Ocean Gateway.

The Military Department is constructing a new Organizational Maintenance Shop at the Salisbury Armory. The City of Salisbury has required that the State enter into a Pre-Annexation agreement in order to provide water and sewer services since the property is currently outside the city limits of the City of Salisbury. The Pre-Annexation agreement states that utility service will be extended outside the city limits to serve the Armory, and the State will petition for annexation of the Property into the City upon the request of the City.

The legal documents have been approved by the Attorney General's Office.

OWNERSHIP State of Maryland, to the use of the State Military Department

REMARKS

1. The State Military Department has recommended approval of this item.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

SalisburyPre-Ann.BPW

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

REAL PROPERTY CONVEYANCE/
INVESTMENT OF PUBLIC FUNDS

ITEM 7-RP

BOARD OF TRUSTEES FOR THE STATE
RETIREMENT AND PENSION SYSTEM

REFERENCE

Board of Public Works approval is requested by the Board of Trustees for the State Retirement and Pension System to invest public funds by:

1. selling, transferring or otherwise disposing of the Board of Trustees' fee simple interest (currently held by and through a wholly owned title holding corporation) in certain real property;
2. undertaking necessary and prudent transactions in connection therewith; and
3. investing the net proceeds in accordance with the guidelines set forth in the Retirement System's Investment Operations Manual.

The Board of Public Works may consider this item in closed session in accordance with Maryland Code Ann., State Government Article, §10-508(a)(5).

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

retirementbpw123jj

December 3, 2003
DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

SALE OF INTERESTS IN
REAL PROPERTY

ITEM 7-RP

BOARD OF TRUSTEES FOR THE STATE
RETIREMENT AND PENSION SYSTEM

Placed in
Public Record
January 8, 2004

REFERENCE Board of Public Works approval is requested to (a) sell, transfer or otherwise dispose of the Board of Trustees' fee simple interest (currently held by and through its wholly-owned title holding corporation) in the above-captioned property by negotiation with the purchaser in the manner described below, (b) execute all documents and consummate all other transactions required in connection therewith, and (c) invest these public funds -- the net proceeds of sale -- in accordance with the guidelines set forth in the System's Investment Operations Manual.

| | |
|----------------------------------|---|
| <u>GRANTOR</u> | Rockville Office, Inc., a title holding corporation created and wholly-owned by the Board of Trustees and existing under the laws of the State of Maryland, or the State Retirement and Pension System of Maryland. |
| <u>GRANTEE</u> | TA Associates Realty |
| <u>OWNERSHIP</u> | Board of Trustees (directly or through Rockville Office, Inc.) since March 1999. |
| <u>PROPERTY</u> | 1801 Rockville Pike, Rockville, MD is a six-story, 178,000 sq. ft., suburban office building with garage, situated on 1.67 acres of land. |
| <u>ORIGINAL COST</u> | \$34,525,000 |
| <u>SALE PRICE</u> | \$37,200,000 |
| <u>APPRAISED VALUE</u> | \$33,000,000 - Integra Realty Resources at 6/30/03 |
| <u>FUND DEPOSITORY (SPECIAL)</u> | Retirement System Account M405 (Real Estate Cash Account) |
| <u>REMARKS</u> | |

1. Title to this property is currently held by Rockville Office, Inc., a Maryland corporation whose sole stockholder is the Board of Trustees.
2. (a) On or about April 30, 1991, the Board of Trustees entered into an investment management contract with LaSalle Investment Management, Inc. (successor to Alex Brown Kleinwort Benson Realty Advisors Corporation) under which the Board of Trustees authorized

LaSalle to serve as the Board of Trustees' investment manager for the Board's direct equity real estate investment program. LaSalle, as the Board's advisor, agreed to act in a fiduciary capacity to identify and acquire real property that satisfied the investment criteria set forth in the System's investment program. In addition, LaSalle was granted full discretion to manage the real estate portfolio subject to the guidelines established by the Board of Trustees.

- (b) LaSalle has advised the Board of Trustees that, based on its assessment of factors including, but not limited to, regional real estate market, the property, the portfolio and the Board of Trustees' guidelines for the management of the portfolio, it recommends that the System pursue a sale, transfer or other disposition of its interests in the property;
- (c)
 - (i) In view of the foregoing, at a meeting on November 24, 2003, the Real Estate Subcommittee of the Board of Trustees (a) approved the sale, transfer or other disposition of the System's interests in the property, (b) directed LaSalle to proceed with its efforts to sell, transfer or otherwise dispose of the property in accordance with the guidelines established by the Board of Trustees, and (c) authorized the Secretary to the Board of Trustees to execute all documents and consummate all transactions required in connection therewith (including, but not limited to, any approvals or consents required to be given by the Board of Trustees in its capacity as the sole stockholder of Rockville Office, Inc.);
 - (ii) LaSalle has identified a purchaser of the property, and is currently pursuing confidential discussions;
 - (iii) Settlement will occur only after (a) completion of due diligence by the selected purchaser and (b) satisfaction of all contingencies and conditions set forth in the Purchase Agreement; and
 - (iv) Thus, the Board of Trustees requests that the Board of Public Works approve (a) the sale or transfer of the Board of Trustees' fee simple interest (currently held by and through Rockville Office, Inc.) in the subject property (either by means of an asset sale or sale of the stock of Rockville Office, Inc.) by negotiation with the appropriate parties in the manner described above, (b) the execution of all documents and consummation of all other transactions required in connection therewith, and (c) the investment of public funds -- the net proceeds of sale -- in accordance with the guidelines set forth in the System's Investment Operations Manual.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

LEASE

ITEM 8-L

DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT Baltimore City

Landlord 1915-1921 Annapolis Road, LLC
325 West 23rd Street
Baltimore, Maryland 21211

Property Location 1921 Annapolis Road
Baltimore, Maryland 21230

| | | | | | |
|---------------------------|---------|---|------------------|---------------------------|-------|
| <u>Space Type</u> | Storage | <u>Lease Type</u> | Renewal | <u>Square Feet</u> | 1,500 |
| <u>Duration</u> | 1 Year | <u>Effective</u> | December 5, 2003 | | |
| <u>Annual Rent</u> | \$9,750 | <u>Square Foot Rate</u> | \$6.50 | | |
| | | <u>Previous Square Foot Rate</u> | \$6.00 | | |

Utilities Responsibility Landlord
Custodial Responsibility Landlord

Fund Source General T00.B001

Remarks

1. This space is used for storage of materials, displays, brochures and other goods used by the Department for tourism and promotional programs to market Maryland.
2. The Department has downsized its off-site storage space from 10,000 sq. ft. to 1,500 sq. ft. The annual rent has been reduced from \$60,000 to \$9,750 per year.
3. The lease contains a termination for convenience clause.
4. In accordance with the State Finance Procurement Article, Annotated Code of Maryland, this space was handled as a renewal of an existing lease without the solicitation of additional offers. The Department of General Services, in conjunction with the using Agency, recommends the approval of this item.

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

| | | | |
|-----------------|--------------------|-----------------|--------------------|
| Approved | Disapproved | Deferred | Withdrawn |
| | With Discussion | | Without Discussion |
| File No: 1459 | | | 1203anna.gs |

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

LEASE

ITEM 9-L (Revised)

BALTIMORE CITY COMMUNITY COLLEGE Baltimore City
(WBJC Radio Station)

Landlord/Owner Reistertown Plaza Associates, LLC
1427 Clarkview Road, Suite 500
Baltimore, Maryland 21209

Property Location 6776 Reisterstown Road, Suite 202
Baltimore, Maryland 21215

| | | | | | |
|---------------------------|----------------------|--|-----------------|---------------------------|-------|
| <u>Space Type</u> | Office/Radio Station | <u>Lease Type</u> | New | <u>Square Feet</u> | 5,010 |
| <u>Duration</u> | 10 Years | <u>Effective</u> | June 1, 2004 | | |
| <u>Annual Rent</u> | \$68,637 Average | <u>Square Foot Rate</u> | \$13.70 Average | | |
| | | <u>Effective Square Foot Rate</u> | \$14.95 Average | | |

Utilities Responsibility Tenant

Custodial Responsibility Landlord

Fund Source R95 C00 02 03 301 1301 100% Special Funds

Special Conditions

1. The lease contains escalations/de-escalations for real estate taxes and custodial services.
2. The lease contains one (1) option for renewal for five (5) years.
3. The Landlord shall provide throughout the term adequate roof top space for the mounting of satellite and antenna equipment free of charge.
4. The lease provides for 24/7 access to office, studios and roof top spaces.
5. The lease incorporates use in common parking spaces.
6. The rental rate for the first five (5) years is \$12.90 per nusf and \$14.50 for years 6 thru 10.

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

LEASE

ITEM 9-L

Remarks

1. This space is to be used for the Baltimore City Community College's WBJC Radio Station. The space will house the entire WBJC production studios, allowing for broadcasting at the site. This new space is needed to allow for a noise free broadcasting environment and to accommodate the existing need for new instructional space due to expanding programs, enrollments, and the Liberty Campus renovation work.
2. The lease contains a termination for convenience clause.
3. In accordance with the State Finance and Procurement Article, Annotated Code of Maryland, the above space request was advertised in the Maryland Contract Weekly and the Baltimore Sun. The Department of General Services, in conjunction with the using Agency, recommends the approval of this item.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

File No: #3902

1203reis.ecp

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

REVENUE LEASE

ITEM 10-L

DEPARTMENT OF PUBLIC SAFETY Jessup
AND CORRECTIONAL SERVICES Howard County

Tenant Bardon, Inc., T/A Aggregate Industries
6401 Golden Triangle Drive, Suite 400
Greenbelt, Maryland 20770

Property Location East side of Dorsey Run Road northeast of Gilford Road
Jessup, Maryland 21076

| | | | | | |
|---------------------------|---------------------|-----------------------------------|-----------------|---------------------|-----------|
| <u>Space Type</u> | Unimproved Property | <u>Lease Type</u> | Renewal | <u>Acres</u> | 3.067 +/- |
| <u>Duration</u> | 2 Years | <u>Effective</u> | January 1, 2004 | | |
| <u>Annual Rent</u> | \$44,532.84 | <u>Rent Per Acre</u> | \$14,520.00 | | |
| <u>Prev. Rent</u> | \$24,638.32 | <u>Prev. Rent Per Acre</u> | \$ 5,028.23 | | |

Utilities Responsibility Tenant
Custodial Responsibility Tenant

Special Conditions

1. The property is used for the storage of construction materials, supplies, parking of equipment and recycling. The Tenant stores road grindings and other recyclable construction materials for the production of new bituminous concrete (macadam). These recycling activities eliminate the need for disposal of materials at landfills or dumps.
2. The Tenant is prohibited from assigning the lease.
3. Tenant is responsible for all maintenance of the property to insure its compliance with the requirements of all Federal, State and local laws, ordinances, and regulations, including all applicable environmental regulations and policies promulgated by the Department of the Environment and the Department of Natural Resources.
4. This lease may be renewed by mutual agreement by the parties for one additional term of one (1) year, at the same rental rate subject to Board of Public Works approval.

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

REVENUE LEASE

ITEM 10-L

Special Conditions

5. Tenant shall be responsible for obtaining and maintaining any and all applicable permits, licenses, inspections and approvals required for its use and occupancy of the premises.
6. Tenant shall maintain at its expense, throughout the term, insurance against loss or liability in connection with bodily injury, death, property damage or destruction occurring within the Demised Premises. General Comprehensive Liability insurance will have a minimum coverage of \$5,000,000 combined single limit per occurrence and shall contain broad form GCL Endorsement or its equivalent.
7. Tenant shall indemnify and hold harmless the State of Maryland and the Department of Public Safety and Correctional Services against any and all liability or claim of liability (including reasonable attorney's fees), arising out of Tenant's use and occupancy, conduct, operation or management of the premises during the Term.
8. The State may terminate this lease in whole or in part whenever the Landlord determines that termination is in the best interest of the State.

Remarks

1. The original lease for this property, which contained 4.9 acres of unimproved land, was approved by the Board of Public Works on September 2, 1992 with The Driggs Corporation as tenant for a term of 5 years. The renewal of the lease was approved by the Board of Public Work on December 17, 1997 for a five (5) year term.
2. The size of the property under lease has been reduced to 3.067 acres as a result of land acquisitions and road improvements by Howard County to accommodate the new Giant Food distribution center across the road from this location. This action was approved by the Board of Public Works on January 8, 2003 as Item 7-RP.
3. In 2001, The Driggs Corporation commenced bankruptcy proceedings under Chapter 11 of the United States Bankruptcy Code and entered into an Assignment and Assumption Agreement with Bardon, Inc. to facilitate the sale of assets and assignment of leases with the approval of the United States Bankruptcy Court.

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

REVENUE LEASE

ITEM 10-L

Remarks

4. A rent gap exists from December 15, 2002 through December 31, 2003 because of the Howard County economic development project which impacted this property through land acquisition, temporary and permanent easements, and the construction of roadway improvements. Upon completion of the new survey, the new acreage was verified and rent value determined. The Tenant has agreed to make a lump sum payment for the use of the property during this period.
5. The new land value of \$121,000 per acre was established through the State's acceptance of value in the appraisal performed by Howard County for its acquisition program. A 12% rate of return was applied to establish the annual rent.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

File No: 1597

Without Discussion

T203dors.pw

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

LEASE

ITEM 11-L

DEPARTMENT OF PUBLIC SAFETY &
CORRECTIONAL SERVICES

(Parole and Probation Office of Criminal Supervision)
(Drinking Driver Monitor Program)

Ocean City
Worcester County

Landlord/Owner OC 126st Street, LLC
214 South Boardwalk
Ocean City, Maryland 21842

Property Location 12610 Coastal Highway
Ocean City, Maryland 21842

| | | | | | |
|---------------------------|------------------|--|-----------------|---------------------------|-------|
| <u>Space Type</u> | Office | <u>Lease Type</u> | New | <u>Square Feet</u> | 1,200 |
| <u>Duration</u> | 5 Years | <u>Effective</u> | March 1, 2004 | | |
| <u>Annual Rent</u> | \$28,716 Average | <u>Square Foot Rate</u> | \$23.93 Average | | |
| | | <u>Effective Square Foot Rate</u> | \$26.12 Average | | |

Utilities Responsibility Tenant
Custodial Responsibility Tenant

Fund Source 35.03.03 32110 AB0J 1310 100% General Funds

Special Conditions

1. The lease contains escalations/de-escalations for real estate taxes.
2. The lease contains one (1) option for renewal for five (5) years.
3. The lease incorporates three (3) use- in-common parking spaces.
4. The initial rental rate is \$23.00 per nusf and increases by 2% annually for an average rate of \$23.93 per nusf over the term of the lease.

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

LEASE

ITEM 11-L

Remarks

1. This space is to be used as administrative and client contact offices for the Division of Parole and Probation Office of Criminal Supervision and the Drinking Driver Monitor Program. The Office of Criminal Supervision is responsible for monitoring and supervising the activities of those persons under the court's supervision residing in the community. The Drinking Driver Monitor Program Office supervises and administers breathalyzer tests to those persons mandated to participate in the program by the courts.
2. The lease contains a termination for convenience clause.
3. In accordance with the State Finance and Procurement Article, Annotated Code of Maryland, the above space request was advertised in the Maryland Contract Weekly and the Ocean City Times Press. No responsive proposals were received. Through electronic and personal search this location was identified. The Department of General Services, in conjunction with the using Agency, recommends the approval of this item.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

File No: #3509

1203coas.ecp

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 12-CGL

Board of Public Works approval is requested for the Board of Public Works Capital Project **Grant Application and Agreement** for the **non-matching fund grant** obtained by the following organization. This is a summary of the item being submitted in accordance with the provisions of the appropriate legislation.

Anne Arundel County Board of Education - **MARYLAND CONSOLIDATED CAPITAL BOND LOAN - MARYLAND HALL FOR THE CREATIVE ARTS LOAN OF 2003, CHAPTER 204, ACTS OF 2003** - \$500,000 - ".... to be used exclusively to assist in the design and renovation of the Maryland Hall for the Creative Arts. .

The Grantee shall consult with the Maryland Historical Trust pursuant to Article 83B, Section 5-617 of the Annotated Code of Maryland or grant and convey a perpetual preservation easement pursuant to the terms of the appropriate legislation.

Approval of this item will not encumber funds for this project.

Bonds have not been issued to support this transaction.

This item was previously submitted to the Board of Public Works on November 12, 2003 at Item 12-CGL and withdrawn at the request of the Department of General Services.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

mdhallartspg.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 13-CGL

Board of Public Works approval is requested for **certification of matching funds and reimbursement** to the grant recipient in the following amount by the following organization. This is a summary of the item being submitted in accordance with the provisions of the appropriate legislation.

Directors of Franklin Square Hospital Center - **MARYLAND**
CONSOLIDATED CAPITAL BOND LOAN - FRANKLIN SQUARE
HOSPITAL CENTER LOAN OF 2002, CHAPTER 290, ACTS OF 2002 -
\$500,000 - "... for the planning, design, construction, and capital equipping of the Comprehensive Cancer Center, to be located at 9000 Franklin Square Drive in Baltimore County." The Directors have provided evidence of \$1,301,655 in eligible expenditures for the matching fund requirement of \$500,000. Board of Public Works approval is also requested to reimburse the Directors of Franklin Square Hospital Center \$500,000 for the eligible expenditures that exceeded the matching fund requirement.

The legislative authorizations require the grantee to provide and expend a matching fund for the purpose stated in the legislation. No part of the grantee's matching fund may be provided, either directly or indirectly, from funds of the State, whether appropriated or unappropriated.

In addition to the evidence of matching funds, the grant recipients have submitted a Board of Public Works Grant Application and a Board of Public Works Capital Project Grant Agreement. The project cash flow is included in the Grant Application.

The Grantee shall consult with the Maryland Historical Trust pursuant to Article 83B, Section 5-617 of the Annotated Code of Maryland or grant and convey a perpetual preservation easement pursuant to the terms of the appropriate legislation.

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 13-CGL

No State funds will be disbursed until after the loan recipient has presented suitable evidence to the Comptroller that it has expended its portion of the required matching funds for this project. After the loan recipient has met this requirement, all future invoices will be submitted to the Comptroller who shall disburse the State portion in amounts equal to the invoices submitted.

Bonds have not been issued to support this transaction.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

franklinsqpg.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 14-CGL

Board of Public Works approval is requested for **certification of matching funds** in the following amount by the following organization. This is a summary of the item being submitted in accordance with the provisions of the appropriate legislation.

Board of Directors of Carroll County General Hospital, Inc. - **MARYLAND**
CONSOLIDATED CAPITAL BOND LOAN - CARROLL COUNTY
GENERAL HOSPITAL LOAN OF 2003, CHAPTER 204, ACTS OF 2003 -

\$455,000 - Carroll County General Hospital has submitted documentation that it has \$455,000 in a financial institution to meet its matching fund requirement.

“. . . for the planning, design, renovation, expansion, repair, construction, and capital equipping of a new out patient services facility, located in Westminster.”

The legislative authorizations require the grantee to provide and expend a matching fund for the purpose stated in the legislation. No part of the grantee's matching fund may be provided, either directly or indirectly, from funds of the State, whether appropriated or unappropriated.

In addition to the evidence of matching funds, the grant recipients have submitted a Board of Public Works Grant Application and a Board of Public Works Capital Project Grant Agreement. The project cash flow is included in the Grant Application.

The Grantee shall consult with the Maryland Historical Trust pursuant to Article 83B, Section 5-617 of the Annotated Code of Maryland or grant and convey a perpetual preservation easement pursuant to the terms of the appropriate legislation.

No State funds will be disbursed until after the loan recipient has presented suitable evidence to the Comptroller that it has expended its portion of the required matching funds for this project. After the loan recipient has met this requirement, all future invoices will be submitted to the Comptroller who shall disburse the State portion in amounts equal to the invoices submitted.

Approval of this item will not encumber funds for this project.

Bonds have not been issued to support this transaction.

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

Approved
With Discussion

Disapproved

Deferred
Without Discussion
carrollcohosp.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 15-CGL

**BOARD OF COUNTY
COMMISSIONERS OF
ALLEGANY COUNTY**

701 Kelly Road
Cumberland, Allegany County

PROJECT NO. AND TITLE

SL-009-981-038
Design and Repair Flood Mitigation Facilities

DESCRIPTION

In accordance with the provisions of the Maryland Consolidated Capital Bond Loan - Western Maryland Flood Mitigation (Allegany County) Loan of 1998, Chapter 138, Acts of 1998, which provided a grant of \$3,252,000 to the Board of Commissioners of Allegany County for the planning, design, repair, renovation, and reconstruction of facilities and structures damaged by recent flooding, Board of Public Works approval is requested for capital expenditures toward the following contract procured and approved by Allegany County for the relocation of a power pole due to the rebuilding of the Lonaconing Creek wall located at Railroad Street in Lonaconing.

PROCUREMENT METHOD Utility Exempt

AWARD Allegheny Power
Greensburg, PA

AMOUNT \$1,353.41

FUND SOURCE \$1,353.41 - MCCBL - Western Maryland Flood
Mitigation Loan of 1998

REMARKS

No State funds will be disbursed until after such time as the Maryland Historical Trust has advised the Board that it has completed its review of the project. After the grantee has met this requirement, all future invoices will be submitted to the Comptroller, who will disburse the State portion in amounts equal to the invoices submitted.

Bonds have been sold to support this transaction.

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

Approved Disapproved
With Discussion

Deferred Withdrawn
Without Discussion ionaconingpole.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 16-CGL

MARYLAND ZOOLOGICAL SOCIETY The Baltimore Zoo
Druid Hill Park
Baltimore City

PROJECT NO. AND TITLE SL-010-921-038
Design and Construction of New Zoo

DESCRIPTION

In accordance with the provisions of the Maryland Consolidated Capital Bond Loan - Baltimore Zoo Loan of 1993, Chapter 073, Acts of 1993, which provided a matching grant of \$2,234,000 to the Maryland Zoological Society to design, construct, and equip improvements at the Baltimore Zoo, Board of Public Works approval is requested for capital expenditures toward the following contracts and modifications procured and approved by the Maryland Zoological Society.

A. Credit modification for contract to construct exhibits for primate exhibit. The grantee received reimbursement for this contract from other fund sources.

| <u>CONTRACTOR</u> | <u>MODIFICATION AMOUNT</u> |
|---------------------------------|-----------------------------------|
| The Larson Company - Tucson, AZ | (\$803,000) - Credit |

ORIGINAL CONTRACT APPROVAL Item 23-CGL, DGS Agenda 2/22/95

| | |
|----------------------------------|----------------------|
| Original Contract Amount: | \$803,000 |
| Previous Modifications: | -0- |
| This Modification: | (\$803,000) - Credit |
| Revised Contract Amount: | -0- |

FUND SOURCE (\$401,500) - Credit - MCCBL - The Baltimore Zoo
Loan of 1993

(\$401,500) - Credit - Maryland Zoological Society

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 16-CGL

B. Credit modification for contract to furnish and install interior containments and runs for the primate exhibit. The grantee received reimbursement for this contract from other fund sources.

| <u>CONTRACTOR</u> | <u>MODIFICATION AMOUNT</u> |
|---|-----------------------------------|
| Rockville Steel & Manufacturing Co. - Rockville, MD | (\$393,800) - Credit |

ORIGINAL CONTRACT APPROVAL Item 23-CGL, DGS Agenda 2/22/95

| | |
|----------------------------------|----------------------|
| Original Contract Amount: | \$393,800 |
| Previous Modifications: | -0- |
| This Modification: | (\$393,800) - Credit |
| Revised Contract Amount: | -0- |

FUND SOURCE (\$196,900) - Credit - MCCBL - The Baltimore Zoo
Loan of 1993

(\$196,900) - Credit - Maryland Zoological Society

C. Contract to install new water meter, clean and line eight (8) inch water main, and replace fire hydrants to improve the Zoo's water distribution system.

PROCUREMENT METHOD Sole Source

AWARD W.C.S. Hughes Construction
Columbia, MD

AMOUNT \$74,698.40

REMARKS

W.C.S. Hughes Construction was the contractor involved in the cleaning, lining, and valve replacement for Baltimore City's 20 inch water main that runs through the Zoo. They were on-site performing the work on the larger water line, therefore, it was decided that it would be more cost effective utilizing them to perform the work on the Zoo's water line.

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 16-CGL

D. Contract to furnish water meter and building permit for arctic adventure exhibit.

PROCUREMENT METHOD Sole Source

AWARD Director of Finance
Baltimore City

AMOUNT \$25,981

E. Architect/Engineer contract to design and provide construction documents for the new zoo including bidding and construction administration.

PROCUREMENT METHOD Negotiated

| <u>AWARDS</u> | <u>AMOUNT</u> |
|--|----------------------|
| 1. EDSA, Inc. - Orlando, FL | \$2,658,584.92 |
| 2. Design Collective, Inc. - Baltimore, MD | \$3,081,415.08 |

TOTAL CONTRACT AMOUNT (E) \$5,740,000.00

REMARKS

EDSA, Inc. was originally competitively selected to provide A/E services for this project. The original contract for \$800,000 provided for schematic design and design development phases as well as other preliminary study and design tasks. Design Collective, Inc. was a member of the original design team. During the initial design process, it became apparent that it would become more and more difficult to coordinate such a complex project from the Florida office. It was mutually agreed that Design Collective, Inc. would become the lead firm and the balance of the contract would be assigned to them.

TOTAL CONTRACTS (A through E) \$5,840,679.40

FUND SOURCE \$ 598,400.00 - MCCBL - Baltimore Zoo Loan of
1993

\$5,242,279.40 - Maryland Zoological Society

30

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 16-CGL

REMARKS

No State funds will be disbursed until after such time as the Maryland Historical Trust has advised the Board that it has completed its review of the project.

No State funds will be disbursed until the grantee has presented suitable evidence to the Comptroller that it has expended the required matching funds for this project. After the grantee has met this requirement, all future invoices will be submitted to the Comptroller, who will disburse the State portion in amounts equal to the invoices submitted.

Bonds have been sold to support this transaction.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

baltozoopg.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 17-CGL

BOARD OF DIRECTORS OF THE
GREAT BLACKS IN WAX MUSEUM 1601-1603 North Avenue
Baltimore City

PROJECT NO. AND TITLE SL-010-971-038
Design and Construct Additions to the Museum

DESCRIPTION

In accordance with the provisions of the Maryland Consolidated Capital Bond Loan - Great Blacks in Wax Museum Loan of 2002, DGS Item 138, Chapter 290, Acts of 2002, which provided a grant of \$750,000 to the Board of Directors of the Great Blacks in Wax Museum to assist in the design and construction of two additions to the Museum, Board of Public Works approval is requested for capital expenditures towards the following contract procured and approved by the Great Blacks in Wax Museum to design the exhibits for the new museum including floor plans and cost estimates.

PROCUREMENT METHOD Competitive Bidding

| <u>BIDDERS</u> | <u>AMOUNT</u> |
|---|----------------------|
| Taylor Studios - Rantoul, IL | \$240,000 |
| International Concept Management - Grand Junction, CO | \$260,000 |
| F & D Scene Changes, LTD - Calgary, Canada | \$265,000 |

AWARD Taylor Studios

AMOUNT \$240,000

FUND SOURCE \$240,000 - Item 138, MCCBL 2002

REMARKS

No State funds will be disbursed until after such time as the Maryland Historical Trust has advised the Board that it has completed its review of the project.

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 17-CGL

REMARKS

No State funds will be disbursed until the grantee has presented suitable evidence to the Comptroller that it has expended the required matching funds for this project. After the grantee has met this requirement, all future invoices will be submitted to the Department of General Services, who will process for disbursement of the State's portion in amounts equal to the invoices submitted.

Bonds have been sold to support this transaction.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

gowaxpg.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 18-CGL

**BOARD OF DIRECTORS OF THE
PARK HEIGHTS GOLF RANGE
AND FAMILY SPORTS PARK, INC.**

P. O. Box 68343
Baltimore, MD 21215

PROJECT NO. AND TITLE

SL-086-001-038
Golf Driving Range and Mini-Golf Course
for Youth

DESCRIPTION

In accordance with the provisions of the Maryland Consolidated Capital Bond Loan - Park Heights Golf Range and Family Sports Complex Loan of 2002, DGS Item 150, Chapter 290, Acts of 2002, which provided a grant of \$500,000 to the Board of Directors of the Park Heights Golf Range and Family Sports Park, Inc. to assist in the acquisition, design, and construction of the Park Heights Golf Range and Family Sports Complex, Board of Public Works approval is requested for capital expenditures procured and approved by the Park Heights Golf Range and Family Sports Park, Inc. for the following contracts.

A. Provide architecture and civil engineering services for a driving range with approximately 30 tees located at Lucille Park, 4707 E. Wabash Avenue; and a 5 hole mini golf course to teach youth the game of golf. Services include producing construction documents, specifications and bid documents.

PROCUREMENT METHOD

Negotiated

AWARD

Daft, McCune, Walker, Inc.
Towson, MD

AMOUNT

\$36,100

REMARKS

The grantee advertised in local newspapers for this project. At that time, the project consisted of basketball and tennis courts, a tot lot, 60 stacked tees for the driving range, a mini golf course, pro shop, and indoor sports educational facilities. Three firms responded to the RFP of which only two appeared for the presentations. The two firms were Lindsay Ervin & Associates of Crofton, Maryland and Daft, McCune, Walker, Inc. of Towson, Maryland. Lindsay Ervin & Associates was selected and a fee totaling \$246,500 was proposed.

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 18-CGL

REMARKS

It was then decided that Baltimore City, instead of the grantee, would implement Phase I, which consisted of the basketball and tennis courts and tot lot. Phase II consisted of the driving range but was reduced to 30 tees with the mini-golf course. This portion of the project remained the grantee's responsibility. The indoor sports facility was indefinitely postponed.

The grantee's development consultant then sought the advice of the United States Golf Association Foundation because of the changes in the scope of the project. They suggested that the grantee better utilize their funds by selecting a less expensive alternate to the selected firm since the scope had been so drastically reduced. The grantee contacted Daft, McCune, Walker, Inc. and requested a price for the reduced scope of work. They felt that the fee was fair and reasonable and awarded them the project.

B. Provide boundary and topographic survey for the construction of a driving range and mini golf course.

PROCUREMENT METHOD Small Procurement

AWARD BPS/Land Technology, Inc.
Baltimore, MD

AMOUNT \$ 7,000

TOTAL CONTRACTS \$43,100

FUND SOURCE \$43,100 - Item 150, MCCBL 2002

REMARKS

No State funds will be disbursed until after such time as the Maryland Historical Trust has advised the Board that it has completed its review of the project.

No State funds will be disbursed until the grantee has presented suitable evidence to the Comptroller that it has expended the required matching funds for this project. After the grantee has met this requirement, all future invoices will be submitted to the Department of General Services, who will process for disbursement of the State's portion in amounts equal to the invoices submitted.

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

Approved

Disapproved

With Discussion

Deferred

Without Discussion

Withdrawn

phgolf.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 19-CGL

**COUNTY EXECUTIVE AND
COUNTY COUNCIL OF
BALTIMORE COUNTY**

Court House
Baltimore County

PROJECT NO. AND TITLE

CJ-001-020-038
Construct New Addition
Baltimore County Detention Center
404 Kenilworth Drive, Towson

DESCRIPTION

In accordance with the provisions of the Maryland Consolidated Capital Bond Loan - Baltimore County Detention Center Loans of 2002 and 2003, Chapters 290 and 204, Acts of 2002 and 2003, which provided matching grants of \$5,000,000 and \$10,000,000, respectively, to the County Executive and County Council of Baltimore County to assist in the expansion and renovation of the Baltimore County Detention Center, which will provide an additional 784 beds (approximately 255,000 square feet), Board of Public Works approval is requested for capital expenditures toward the following contracts procured and approved by Baltimore County.

PROCUREMENT METHOD

Competitive Sealed Bidding

| <u>AWARD</u> | <u>CONTRACT AMOUNT</u> | <u>ELIGIBLE * AMOUNT</u> |
|---------------------|-----------------------------------|-------------------------------------|
|---------------------|-----------------------------------|-------------------------------------|

†The eligible amount reflects the cost of constructing the housing unit. The balance reflects the cost of constructing the garage which is an ineligible cost.

- | | | |
|--|----------------|----------------|
| 1. <u>Contract to furnish and install glazing material</u> Emmitsburg Glass Co. - Emmitsburg - MD | \$1,090,200.00 | \$1,090,200.00 |
| 2. <u>Contract to furnish and install masonry including brick and concrete block</u> George Moehrle Masonry, Inc. - Frederick, MD | \$3,064,000.00 | \$2,999,656.00 |
| 3. <u>Contract to furnish and install structural steel</u> Jarvis Steel and Lumber Co., Inc. - Baltimore, MD | \$2,345,052.00 | \$2,178,553.30 |

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 19-CGL

| <u>AWARD</u> | <u>CONTRACT AMOUNT</u> | <u>ELIGIBLE AMOUNT</u> |
|---|-----------------------------------|-----------------------------------|
| 4. <u>Contract to furnish and install mechanical system including HVAC and all necessary duct work</u> The Poole and Kent Corporation - Baltimore, MD | \$9,272,648.00 | \$7,050,137.60 |
| 5. <u>Contract to furnish and install electrical system including all cabling, wiring, distribution boxes, fixtures, switches, and outlets</u> Primo Electric Company, Inc. - Glen Burnie, MD | \$4,708,066.00 | \$4,613,904.70 |
| 6. <u>Contract to furnish and install security equipment including cell doors</u> The G-S Company - Baltimore, MD | \$8,707,339.00 | \$8,707,339.00 |
| 7. <u>Contract to furnish and install elevators</u> Otis Elevator Company - Linthicum, MD | \$1,411,000.00 | \$1,258,612.00 |
| 8. <u>Contract to furnish and place concrete</u> Dance Brothers, Inc. - Linthicum, MD | \$6,679,500.00 | \$3,219,519.00 |
| 9. <u>Contract to furnish and install pre-cast concrete including structural elements, floors, and walls</u> Oldcastle Precast, Inc. - Telford, PA | \$9,990,000.00 | \$9,990,000.00 |

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 19-CGL

| <u>AWARD</u> | <u>CONTRACT AMOUNT</u> | <u>ELIGIBLE AMOUNT</u> |
|--|--|-------------------------------|
| 10. <u>Contract to furnish and install fire protection system including all sprinkler heads and piping</u> National Fire Protection, Inc. - Rockville, MD | \$1,224,600.00 | \$ 990,701.40 |
| 11. <u>Contract to furnish and install temperature control and fire alarm system including all wiring and sensors</u> Siemens Building Technologies, Inc. - Baltimore, MD | \$1,485,000.00 | \$1,201,365.00 |
| 12. <u>Contract for general trades including painting, carpentry, flooring, and all interior work</u> Commercial Interiors, Inc. - Hanover, MD | \$3,975,960.00 | \$3,832,825.40 |
| 13. <u>Contract for demolition of existing structures on site</u> Mark J. Slowinski DBA Griz Phoenix, MD | \$269,612.50.00 | \$ 269,612.50 |
| <u>TOTAL CONTRACTS</u> | \$54,222,977.50 | |
| <u>TOTAL ELIGIBLE AMOUNT</u> | \$47,402,425.90 | |
| <u>FUND SOURCE</u> | \$ 109,843.63 - MCCBL - Baltimore County Detention Center Loan of 2002 | |
| | \$10,000,000.00 - MCCBL - Baltimore County Detention Center Loan of 2003 | |
| | \$37,292,582.27 - Baltimore County | |

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 19-CGL

REMARKS

No State funds will be disbursed until after such time as the Maryland Historical Trust has advised the Board that it has completed its review of the project.

No State funds will be disbursed until the grantee has presented suitable evidence to the Comptroller that it has expended the required matching funds for this project. After the grantee has met this requirement, all future invoices will be submitted to the Comptroller, who will disburse the State portion in amounts equal to the invoices submitted.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

bcdetcpg.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 20-CGL

**COUNTY EXECUTIVE AND
COUNTY COUNCIL OF
MONTGOMERY COUNTY**

101 Monroe Street
Rockville, MD 20850

PROJECT NO. AND TITLE

SL-078-001-038
Silver Spring Innovation Center
Blair Mill Road and East-West Highway
Silver Spring, Montgomery County

DESCRIPTION

In accordance with the provisions of the Montgomery County - Silver Spring Innovation Center Loan of 2000, Chapter 624, Acts of 2000 as amended by Chapter 020, Acts of 2002, which provided a matching grant of \$500,000 to the County Executive and County Council of Montgomery County for the acquisition, planning, design, construction, capital equipping, and furnishing of, and for professionals services related to building design and tenant requirements for, the Silver Spring Innovation Center, an incubator for information technology companies and early-stage businesses to be located in Silver Spring, Maryland, Board of Public Works approval is requested for capital expenditures procured and approved by Montgomery County for the design and construction of an Innovation Center consisting of four (4) floors of approximately 19,930 square feet. The Center will provide information technology labs, offices and common areas including a break room, reception area, mail/photo coping center and conference rooms.

PROCUREMENT METHOD

Montgomery County Procurement Regulations

AWARD

The JBG Companies
Washington, DC

AMOUNT

\$2,500,000

FUND SOURCE

\$ 144,900 - Montgomery County - Silver Spring Innovation Center Loan of 2000 as amended

\$2,355,100 - Montgomery County

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 20-CGL

REMARKS

No State funds will be disbursed until after such time as the Maryland Historical Trust has advised the Board that it has completed its review of the project.

No State funds will be disbursed until the grantee has presented suitable evidence to the Comptroller that it has expended the required matching funds for this project. After the grantee has met this requirement, all future invoices will be submitted to the Comptroller, who will disburse the State portion in amounts equal to the invoices submitted.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

silverspring2.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 21-CGL

**BOARD OF DIRECTORS OF
THE FOUNDATION SCHOOL**

600 Executive Boulevard, Suite 605
Rockville, MD 20852

PROJECT NO. AND TITLE

SL-001-020-038
New School Facility
1330 McCormick Drive, Landover, MD
Prince George's County

DESCRIPTION

In accordance with the provisions of the Maryland Consolidated Capital Bond Loan - Foundation School Loan of 2003, DGS Item 050, Chapter 204, Acts of 2003, which provided a grant of \$500,000 to the Board of Directors of the Foundation School to assist in the design, construction and capital equipping of an elementary/middle/high school in Landover for emotionally-disabled students, Board of Public Works approval is requested for capital expenditures procured and approved by the Foundation School for construction manager services for both the pre-construction and construction of a new facility of approximately 58,760 square feet. The building will include classrooms for elementary, middle, and high school aged students, administrative and clinical offices, multi-purpose room, gymnasium, and ancillary spaces. Work also includes parking, roads, bus drop-offs, playgrounds, and landscaping.

The cost estimate for this project was \$6,525,000.

PROCUREMENT METHOD

Competitive Bidding

BIDDERS

Opus 3 LTD Design & Construction - Takoma Park, MD
Commonwealth Construction Management - Herndon, VA

AMOUNT

\$6,345,130
\$6,830,000

AWARD

Opus 3 LTD Design and Construction

AMOUNT

\$6,345,130 GMP (Guaranteed Maximum Price)

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 21-CGL

FUND SOURCE \$ 500,000 - Item 050, MCCBL 2003

\$5,845,130 - Foundation School

REMARKS

No State funds will be disbursed until after such time as the Maryland Historical Trust has advised the Board that it has completed its review of the project. After the grantee has met this requirement, all future invoices will be submitted to the Department of General Services, who will process for disbursement of the State's portion in amounts equal to the invoices submitted.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

foundation.fv

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 22-CGL

MARYLAND HIGHER
EDUCATION COMMISSION

NAME OF GRANTEE/BORROWER

Cecil Community College
North East, Maryland

AUTHORITY

Procedures and Guidelines adopted by
MHEC 06/02/92 and approved by BPW
06/17/92

PROJECT NO. AND TITLE

CC-13-MC99-319
Athletic Fields Renovation
Project Closeout/Reversion

DESCRIPTION

The following amount represents an unexpended balance from a construction allocation previously approved by the Board of Public Works from the Maryland Consolidated Capital Bond Loan of 1999. Board of Public Works approval is now requested to revert the unexpended balance from this loan year. This will conclude the State's participation in the eligible costs of this project.

| <u>BPW Date and Item Number</u> | <u>Fund Source</u> | <u>to be reverted</u> | <u>Amount</u> |
|---|--------------------|-----------------------|---------------|
| BPW02/21/01, Item 26-CGL - Construction | Item 053 MCCBL99 | | \$5,716.58 |

REMARKS

The State has paid to Cecil Community College an amount less than the State share of the total approved BPW allocation. Accordingly, the Maryland Higher Education Commission and the Department of General Services request this unspent balance be reverted to the fund year as indicated.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

bpwbook120303.wpd

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 23-CGL

**MARYLAND HIGHER
EDUCATION COMMISSION**

NAME OF GRANTEE/BORROWER

Prince George's Community College
Largo, Maryland

AUTHORITY

Procedures and Guidelines adopted by MHEC 06/02/92 and
approved by BPW 06/17/92

PROJECT NO. AND TITLE

CC-08-MC97/00/02-314
Kent Hall Asbestos Removal
Additional Allocation/Project Closeout

DESCRIPTION - Prince George's Community College requests Board of Public Works approval of an additional State allocation in the amount of \$90,000 from the Maryland Consolidated Capital Bond Loan of 2002 to assist in the final funding requirements and to conclude the State's participation in this project's eligible costs.

REMARKS

The requested allocation is based on the Department of General Services review of final project costs associated with the asbestos removal in Kent Hall. The contaminated area was occupied during the design process and was not accessible until after construction commenced to fully quantify the extent of the work required. During construction it was discovered that the mechanical system components, installed in 1967, were found abutting structural members and in an advanced state of deterioration. In addition, it prevented the removal of asbestos on the structural members.

The General Assembly authorized \$275,000 for this project in FY2000. The total additional funding amount of \$90,000 combines \$73,909 of unencumbered funds for this project from the FY2000 budget authorization and an additional \$16,091(maximum allowable 5%) from the Maryland Higher Education Grant Program's contingency fund.

Accordingly, the Maryland Higher Education Commission, the Department of Budget and Management, and the Department of General Services support the College's request for an additional allocation of \$90,000 (Loan Year 2002).

FUND SOURCE

Item 123, MCCBL 2002

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 24-CGL

**MARYLAND HIGHER
EDUCATION COMMISSION**

NAME OF GRANTEE/BORROWER

Wor-Wic Community College
Salisbury, Maryland

AUTHORITY

Procedures and Guidelines adopted by MHEC
06/02/92 and approved by BPW 06/17/92

PROJECT NO. AND TITLE

CC-17-MC02-350
Student Center Renovation/Addition
Construction Award

DESCRIPTION - Board of Public Works approval is requested for a State construction allocation in the amount of \$5,092,125 to Wor-Wic Community College for the construction of the Student Center Renovation/Addition project at its Salisbury campus. Also, the College seeks BPW approval to expend funds for a construction contract award to Gillis Gilkerson, Inc., of Salisbury, Maryland.

The total construction allowance is \$6,789,500 with the State share being \$5,092,125 (75%).

Alternate #1: Access road extension including stormwater management and sediment control.
Alternate #2: Upgrade to a terrazzo floor in lobby of the existing Student Center.

PROCUREMENT METHOD

Competitive Sealed Bidding

| <u>BIDS OR PROPOSALS</u> | <u>AMOUNT</u> <u>(Base Bid+Alt 1 & 2)</u> |
|--|--|
| Gillis Gilkerson, Inc. - Salisbury, MD | \$6,789,500 |
| Century Construction, Inc. - Timonium, MD | \$6,998,500 |
| Willow Construction - Easton, MD | \$7,065,500 |
| Nason Construction - Salisbury, MD | \$7,158,000 |
| Whiting Turner Contracting Co. - Baltimore, MD | \$7,628,400 |
| Atlantic Builders Group, Inc. - Baltimore, MD | \$7,670,875 |

Continued

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA

CAPITAL GRANTS AND LOANS

ITEM 24-CGL

AWARD Gillis Gilkerson, Inc.
Salisbury, Maryland

AMOUNT \$6,789,500

FUND SOURCE \$1,697,375 (25%) - Local Share
\$5,092,125 (75%) - State Share
Item 123, Maryland Consolidated Capital Bond
Loan of 2002. The State share is in accordance
with Section 11-105(j) of the Education Article.

REMARKS

The construction estimate for this project is \$6,651,140.

The proposed project involves the construction of a new 20,500 gsf three story addition and the renovation of approximately 4,466 nasf to the existing Student Center. The new Student Center will include a dining room, working kitchen, bookstore, offices for staff, faculty and student clubs, classroom, lounge and recreation space, conference room, storage and study areas.

The Maryland Department of Budget and Management has reviewed the College's request for State financial participation and recommends approval. The Maryland Department of General Services recommends contract award. The Maryland Higher Education Commission recommends approval of this request. There are no federal funds involved. All contracts will be awarded by Wor-Wic Community College and signed by local authorities.

No State funds will be disbursed until after such time as the loan recipient has presented suitable evidence to the Comptroller that it has expended its portion of the required matching funds for this project. After the loan recipient has met this requirement, all future invoices will be submitted to the Comptroller, who shall disburse the State portion in amounts equal to the invoices submitted.

A performance bond IS required for the full amount of the contract.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: Doldon Moore 410-260-7791

1. BOARD OF PUBLIC WORKS - WETLANDS LICENSES:

Approval is requested of the following applications for wetlands licenses for projects involving dredging or filling or both in the navigable waters of Maryland. The Board of Public Works' Wetlands Administrator recommends that a license be granted as indicated. The Department of the Environment fully concurs with this recommendation.

Authority: Title 16, Environment Article, Maryland Code; COMAR 23.02.04.

ANNE ARUNDEL COUNTY

04-0242 ROGERS ROAD JOINT VENTURE/DIANE WAGNER – To repair and replace existing timber breakwaters and to emplace stone armor protection - Chesapeake Bay at 1301, 1303 Rogers Road, Annapolis

BALTIMORE CITY

03-2152 UNION WHARF LLC/MARC MUNAFQ – To construct a replacement steel sheet pile bulkhead and new steel sheet pile bulkhead, a concrete and timber promenade; to mechanically dredge two areas; and to emplace four storm drains through the proposed bulkhead – Northwest Branch of the Patapsco River at 901 to 933 South Wolfe Street

KENT COUNTY

03-2199 JOHN FEDAS/STERLING DESIGN GROUP, LTD – To construct a 15-slip community marina with associated piers, finger piers and mooring piles; fill, grade and plant marsh vegetation; install by directional bore a 12-inch diameter water main – Chester River at Route 289 south of Radcliffe Creek, Mews at Chester River Landing near Chestertown

ST. MARY'S COUNTY

03-1975 J. D. BLACKWELL & PETER CONRAD – To remove and relocate four existing groins and to emplace six additional groins – Potomac River at Tower Hill Road, near Valley Lee

Board of Public Works Action:

The above referenced item was:

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS**December 3, 2003****Secretary's Agenda**

Contact: Doldon Moore 410-260-7791

2. BOARD OF PUBLIC WORKS - WETLANDS LICENSE:

Approval is requested of the following application for wetlands license for a project involving dredging or filling or both in the navigable waters of Maryland. This case has been classified as an extraordinary case because of the requirements that a Water Column Lease be entered into between the Board of Public Works and the Applicant. The Board of Public Works' Wetlands Administrator recommends that a license be granted as indicated. The Department of the Environment fully concurs with this recommendation.

Authority: Title 16, Environment Article, Maryland Code; COMAR 23.02.04.

ST. MARY'S COUNTY

02-1894 STEPHEN HUETT – To emplace 500 oyster aquaculture floats on Harper Creek and Pearson Creek, 100 oyster aquaculture floats each on Goose Creek and St. Inigoes Creek. Placement of the oyster aquaculture floats, which are approximately 3-feet wide by 10-feet long, will be conducted as depicted on the plans dated May 20, 2002 and April 29, 2003.

- Application received March 28, 2001.
- Public comment period ended August 15, 2002.
- MDE Report and Recommendation approving works as above described received May 8, 2003, and reaffirmed on October 7, 2003.

Board of Public Works Action:**The above referenced item was:****Approved****Disapproved****Deferred****Withdrawn****With Discussion ✓****Without Discussion**

BOARD OF PUBLIC WORKS**December 3, 2003****Secretary's Agenda**

Contact: Doldon Moore 410-260-7791

3. BOARD OF PUBLIC WORKS - Wetlands Administration

Recommendation: That the Board of Public Works enter into a consulting-services contract with Trident Engineering Associates, Inc. through which Trident will inspect and monitor certain pipelines and submit annual reports to the Wetlands Administration.

Scope of Work: Trident will inspect and monitor pipelines that cross State tidal wetlands:

1. Periodically during pipeline installation to ensure safe installation.
2. During and following pipeline installation to determine any adverse effects upon State land and waters, vegetated wetlands, and contiguous upland.
3. At reasonable intervals to assure the operational integrity and safety of the pipelines.

Term: Two-year term, with two, two-year renewal options.

Background: Five utility companies own and operate six submerged pipelines located in and over State Tidal Wetlands and Waterways; the pipelines transverse 12 water bodies in the State.

The pipeline owners reimburse Trident Engineering directly for the inspection and monitoring services; the average annual total reimbursement to the contractor is approximately \$12,000. The wetlands licenses that authorize these pipelines require the pipeline owners to pay for the inspection and monitoring. Therefore, there is no cost to the State associated with this contract.

Authority: Section 12-103, State Finance and Procurement Article, Maryland Code.

Board of Public Works Action:**The above referenced item was:****Approved****Disapproved****Deferred****Withdrawn****With Discussion****Without Discussion**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

EDWARD A. SANDERS (410) 841-5864

4. **DEPARTMENT OF AGRICULTURE**
MARYLAND AGRICULTURAL COST-SHARE PROGRAM GRANT REQUESTS

Submission of a request by the Maryland Department of Agriculture for approval of individual grants under the Maryland Agricultural Cost-Share Program. The fund source for the following grants is the Maryland Consolidated Capital Bond Loan of 2003 (Fund Source Control Number 03141):

| Agreement # | Recipient | County | Amount \$ |
|----------------|-------------------------------------|--------------|-----------|
| AT-2003-3127 | JOSEPH W. VALLANDINGHAM, JR | St. Mary's | 5,000 |
| AT-2003-3128 | JOSEPH W. VALLANDINGHAM, JR | St. Mary's | 3,200 |
| AT-2004-0778 | SPRINGFIELD FARMS OF KENT CO., INC. | Kent | 400 |
| AT-2004-0779 | SPRINGFIELD FARMS OF KENT CO., INC. | Kent | 700 |
| AT-2004-0780 | SPRINGFIELD FARMS OF KENT CO., INC. | Kent | 2,800 |
| AT-2004-0887 | A LOVDAL, LLC | Cecil | 28,800 |
| AT-2004-0888 | E. DAVID MECK | Cecil | 75,000 |
| AT-2004-0948 | FAIR PROMISE FARM | Kent | 4,000 |
| AT-2004-0968 | CHARLES N. SCHATZ, III | Queen Anne's | 700 |
| AT-2004-0969 | C. RICHARD WALBERT | Queen Anne's | 500 |
| CH-2003-2680 | SCHMIDT BROTHERS | Queen Anne's | 400 |
| CR-2003-3218 | HOWARD A. DEAN, JR | Queen Anne's | 4,200 |
| CR-2004-0907 | TRINA N. GARVEY | Caroline | 4,100 |
| CR-2004-0918 | CATHERINE C. CHERRY | Caroline | 700 |
| CR-2004-0923 | ROY G. BROOKS, SR | Talbot | 19,100 |
| CR-2004-0924 | ROY G. BROOKS, SR | Talbot | 10,800 |
| CR-2004-0925 | ROY G. BROOKS, SR | Talbot | 19,400 |
| CR-2004-0990 | W. HAROLD LYONS | Talbot | 500 |
| CR-2004-0991 | W. HAROLD LYONS | Talbot | 2,400 |
| MP-2004-0776 | TEABOW, INC. | Frederick | 12,300 |
| MP-2004-0909 | JACOB R. RAMSBURG, JR | Frederick | 5,100 |
| MP-2004-0958 | TIMOTHY E. TRAYLOR | Frederick | 10,500 |
| MP-2004-0983 | HICKORY PLAINS, LLC | Frederick | 3,800 |
| MP-2004-0984 | HICKORY PLAINS, LLC | Frederick | 3,600 |
| MP-2004-0985 | VERA M. SCHULTZ | Washington | 8,500 |
| MP-2004-1035 | WILLIAM E. GIBSON, JR | Carroll | 2,100 |
| NW-2004-0962 | CINDY R. HARRIS | Caroline | 15,700 |
| NW-2004-0978 | JANE B. GRAVES | Wicomico | 1,300 |
| NW-2004-1014-R | NARBIK A. KARAMIAN | Wicomico | 1,000 |
| NW-2004-1072 | JOHN P. THOMAS | Dorchester | 1,500 |

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

EDWARD A. SANDERS (410) 841-5864

4. **DEPARTMENT OF AGRICULTURE**
MARYLAND AGRICULTURAL COST-SHARE PROGRAM GRANT REQUESTS
(Continued)

| Agreement # | Recipient | County | Amount \$ |
|----------------|--------------------------|-----------------|-----------|
| PA-2004-0834 | PHILLIP O. HUTTON, JR | Prince George's | 5,200 |
| PA-2004-0835 | PHILLIP O. HUTTON, JR | Prince George's | 4,100 |
| PA-2004-0977 | J. BERNARD TROSSBACH, SR | St. Mary's | 16,600 |
| PB-2004-0746 | MARLENE P. DUKEHART | Howard | 3,500 |
| PR-2004-0970 | SCOT A. BEAUCHAMP | Somerset | 42,800 |
| PR-2004-0989 | JUNG P. KIM | Somerset | 52,600 |
| PR-2004-1044 | HAN K. HOANG | Worcester | 49,400 |
| PR-2004-1054 | HARRISON ENTERPRISES | Worcester | 8,200 |
| RS-2004-0816 | B. DAVID PATRICK, III | Howard | 1,300 |
| SA-2003-2949-R | ROYAL SWAN FARM | Kent | 3,500 |
| UP-2004-1049-R | ENGELBERTUS L. KRAMER | Washington | 700 |

Total Submission Amount: 436,000

The Maryland Department of Agriculture has determined that each of these projects is eligible for cost-share funds. Each project has received technical certification from the appropriate Soil Conservation District Office. The farmer has signed the requisite cost-share agreement and accepts the grant conditions.

Authority: "Cost-Sharing - Water Pollution Control" is a program allowing persons to seek State cost-sharing funds for projects that will reduce agriculturally related non-point sources of water pollution. Sections 8-701 to 8-705, Agricultural Article, Maryland Code; COMAR 15.01.05

Funding Source: H.B. 140, "The Maryland Consolidated Capital Bond Loan of 2003" provides a source of funds for the cost-share program. Under this appropriation "\$5,600,000 may be used by the Board of Public Works to provide grants for the projects to control agriculturally related non-point sources of pollution."

Board of Public Works Action:

The above referenced item was:

Approved Disapproved

With Discussion

Deferred Withdrawn

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

EDWARD A. SANDERS (410) 841-5864

5. **DEPARTMENT OF AGRICULTURE**
MARYLAND AGRICULTURAL COST-SHARE PROGRAM
ADDITIONAL FUNDING REQUESTS

Submission of a request by the Maryland Department of Agriculture for approval of **ADDITIONAL FUNDING** of individual grants under the Maryland Agricultural Cost-Share Program. The fund source for the following grants is the Maryland Consolidated Capital Bond Loan of 2002 (Fund Source Control Number 92616):

ADDITIONAL FUNDING:

| Agreement # | Recipient | County | Amount \$ |
|---|--------------------------------------|-----------|-----------------|
| AT-2004-0003 | MARSHALL L. FLETCHER, JR | Allegany | 1,136.17 |
| CH-2003-1028 | HORIZON ORGANIC DAIRY, MD FARM, INC. | Kent | 674.37 |
| MP-2003-2571 | EGYPT FARMS LP, LLP | Frederick | 1,341.26 |
| MP-2003-2641 | EGYPT FARMS LP, LLP | Frederick | 365.10 |
| RS-2002-1432 | SHARON A. SACHS | Howard | 492.05 |
| RS-2002-2406 | JEFFREY W. WINKLER | Howard | 2,180.75 |
| RS-2003-2549 | MARION S. MORGAN | Carroll | 1,545.57 |
| Total Additional Funding Amount: | | | 7,735.27 |

The Maryland Department of Agriculture has determined that each of these projects is eligible for cost-share funds. Each project has received technical certification from the appropriate Soil Conservation District Office. The farmer has signed the requisite cost-share agreement and accepts the grant conditions.

Authority: "Cost-Sharing - Water Pollution Control" is a program allowing persons to seek State cost-sharing funds for projects that will reduce agriculturally related non-point sources of water pollution. Sections 8-701 to 8-705, Agricultural Article, Maryland Code; COMAR 15.01.05

Funding Source: S.B. 288, "The Maryland Consolidated Capital Bond Loan of 2002" provides a source of funds for the cost-share program. Under this appropriation "\$5,600,000 may be used by the Board of Public Works to provide grants for the projects to control agriculturally related non-point sources of pollution."

Board of Public Works Action:

Approved

Disapproved

With Discussion

The above referenced item was:

Deferred

Withdrawn

Without Discussion

December 3, 2003

Secretary's Agenda

Contact Person: George Keller (410) 537-3746

6. MARYLAND DEPARTMENT OF THE ENVIRONMENT

Submission of a request by the Maryland Department of the Environment for approval of capital construction grants for the following projects, to be funded from proceeds of various general obligation bonds:

| <u>Recipient</u> | <u>Project</u> | <u>County</u> | <u>Amount of Grant</u> |
|---|--|---------------|------------------------|
| (1) Washington Suburban Sanitary Commission | Seneca Wastewater Treatment Plant Biological Nutrient Removal Upgrade Biological Nutrient Removal Cost-Share Program (NR 05.25) Grant Increase MCCBL 2003 | Montgomery | \$ 1,145,000 |
| (2) Charles County | Mattawoman Wastewater Treatment Plant Biological Nutrient Removal Upgrade Biological Nutrient Removal Cost-Share Program (NR 03.09) Grant Increase MCCBL 2003 | Charles | \$ 500,000 |
| (3) Allegany County Commissioners | Celanese Wastewater Treatment Plant Biological Nutrient Removal Upgrade Biological Nutrient Removal Cost-Share Program (NR 01.01) Grant Increase MCCBL 2003 | Allegany | \$ 443,919 |
| (4) Allegany County Commissioners | Celanese Wastewater Treatment Plant Biological Nutrient Removal Upgrade Supplemental Assistance Program (SWQH 21.01) Grant Increase Legislative District 1B MCCBL 2003 | Allegany | \$ 447,000 |

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

6. MARYLAND DEPARTMENT OF THE ENVIRONMENT (Cont'd)

| | | | |
|----------------------------|--|------------|------------|
| (5) Town of Poolesville | Poolesville Wastewater Treatment Plant Biological Nutrient Removal Upgrade and Expansion Biological Nutrient Removal Cost-Share Program (NR 01.17) Grant Increase MCCBL 2003 | Montgomery | \$ 100,000 |
|----------------------------|--|------------|------------|

MDE certifies that the proposed actions comply with the tax-exempt bond provisions of the Internal Revenue Code and do not constitute a change in use or private activity.

Comments of the State Clearinghouse have been reviewed by the Maryland Department of the Environment.

The MDE has determined these projects to be consistent with Maryland's Economic Growth, Resource Protection and Planning Policy, in accordance with Executive Order 01.01.1992.27; and Maryland's Smart Growth and Neighborhood Conservation Policy, in accordance with Executive Order 01.01.1998.04.

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



Approved

Disapproved

Deferred

Withdrawn



With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact Person: George Keller 410-537-3574

7. MARYLAND DEPARTMENT OF THE ENVIRONMENT

Submission of a request by the Maryland Department of the Environment for a **loan increase** of up to \$60,000.00 from the Maryland Drinking Water Revolving Loan Fund for:

| <u>Recipient</u> | <u>Project</u> | <u>County</u> | <u>Amount of loan</u> |
|-----------------------------|---------------------------------------|---------------|-----------------------|
| Town of Secretary | Secretary Water Tower Refurbishing | Dorchester | \$60,000.00 |
| TOTAL LOAN FUNDS AVAILABLE: | | | \$60,000.00 |

MDE recommends that the Board approve a loan increase of up to \$60,000.00 to be repaid in a period not to exceed 20 years following project completion, at an interest rate of 10% of the Average of the Bond Buyer 11-Bond Index for the month preceding loan closing. The Town will deliver its bond, along with its full faith and credit endorsement, to the Maryland Water Quality Financing Administration to secure this debt.

MDE has determined that this project is consistent with Maryland's Economic Growth, Resource Protection and Planning Policy, in accordance with Executive Order 01.01.1992.27; and Maryland's Smart Growth and Neighborhood Conservation Policy, in accordance with Executive Order 01.01.1998.04. MDE has reviewed the State Clearinghouse comments.

Authority: Sections 9-1601 through 9-1622, Environment Article, Maryland Code, known as the Maryland Water Quality Financing Administration Act.

Board of Public Works Action:

Approved

Disapproved

With Discussion

This above referenced item was:

Deferred

Withdrawn

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: George Keller (410) 537-3746

8. **MARYLAND DEPARTMENT OF THE ENVIRONMENT:**

Submission of a request by the Maryland Department of the Environment for a new loan of up to \$575,000.00 from the Maryland Water Quality Revolving Loan Fund for:

| <u>Recipient</u> | <u>Project</u> | <u>County</u> | <u>Amount of loan</u> |
|-------------------|--|---------------|-----------------------|
| City of Brunswick | Brunswick Sanitary Sewer Rehabilitation (Infiltration & Inflow) | Frederick | \$575,000.00 |

MDE recommends that the Board approve a loan of up to \$575,000.00 to be repaid in a period not to exceed 20 years following project completion, at an interest rate of 10% of the Average of the Bond Buyer 11-Bond Index for the month preceding loan closing. The City of Brunswick will deliver its bond, along with its full faith and credit endorsement, to the Maryland Water Quality Financing Administration to secure this debt.

MDE has determined that this project is consistent with Maryland's Economic Growth, Resource Protection and Planning Policy, in accordance with Executive Order 01.01.1992.27; and Maryland's Smart Growth and Neighborhood Conservation Policy, in accordance with Executive Order 01.01.1998.04. MDE has reviewed the State Clearinghouse comments.

Authority: Sections 9-1601 through 9-1622, Environment Article, Maryland Code, known as the Maryland Water Quality Financing Administration Act.

Board of Public Works Action:

This above referenced item was:

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS**December 3, 2003****Secretary's Agenda**

Contact Person: Marian Honecny 410/260-8511

9. DEPARTMENT OF NATURAL RESOURCES

The Department of Natural Resources requests Board of Public Works approval to accept a permanent forest conservation easement from the Department of Public Safety and Correctional Services. The effect of the easement will be to provide long-term protection of 1.10 acres of forest area located on the Maryland Correctional Institute for Women located in Anne Arundel County, Maryland.

The Department of Public Safety and Correctional Services is donating the easement in accordance with the Forest Conservation Plan that has been prepared in connection with certain development on its property. The Forest Conservation Plan #S04-05 complies with the Forest Conservation Act, Sections 5-1601- -5-1613 of the Natural Resources Article, Maryland Code. This easement is consistent with DNR forest conservation practices.

GRANTOR: State of Maryland to the use of the Department of Public Safety and Correctional Services.

GRANTEE: State of Maryland to the use of the Department of Natural Resources.

PROPERTY: 1.10 acres on the Maryland Correctional Institute for Women.

PRICE: \$0

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: John Bernstein 410-514-7900

10. DEPARTMENT OF NATURAL RESOURCES:
Maryland Environmental Trust

The Maryland Environmental Trust requests Board of Public Works approval to ratify the following:

- A. Donation of a perpetual conservation easement to the Maryland Environmental Trust by **William and Martha McMillan** on their 22.19 acre property in Baltimore County.
- B. Donation of a perpetual conservation easement to the Maryland Environmental Trust by **Larry and Andrea Knight** on their 69.93654 acre property in Baltimore County.
- C. Donation of a perpetual conservation easement to the Maryland Environmental Trust and the Long Green Valley Conservancy by **Jeffrey and Elaine Christ** on their 24.5273 acre property in Baltimore County.
- D. Donation of a perpetual conservation easement to the Maryland Environmental Trust and the Manor Conservancy by **Joseph and Margaret Ardolino** on their 53.68 acre property in Baltimore County.
- E. Donation of a perpetual conservation easement to the Maryland Environmental Trust by **Robert and Holly Bricken** on their 50.092 acre property in Baltimore County.
- F. Donation of a perpetual conservation easement to the Maryland Environmental Trust by **Horst and Grete Schirmer** on their 26.5567 acre property in Baltimore County.
- G. Donation of a perpetual conservation easement to the Maryland Environmental Trust by **John and Michele Naish** on their 12.7131 acre property in Baltimore County.
- H. Donation of a perpetual conservation easement to the Maryland Environmental Trust by **George Palmer** on his 110.606 acre property in Baltimore County.
- I. Donation of a perpetual conservation easement to the Maryland Environmental Trust by **Paul Facchina, Sr.** on his 90 acre property in Charles County.
- J. Donation of a perpetual conservation easement to the Maryland Environmental Trust and the Conservancy for Charles County by **James Hooper** on his 78.5573 acre property in Charles County.

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: John Bernstein 410-514-7900

10. **DEPARTMENT OF NATURAL RESOURCES:**
Maryland Environmental Trust

- K. Donation of a perpetual conservation easement to the Maryland Environmental Trust and the Conservancy for Charles County by **John and Mary Lou Lenhart** on their 23.97 acre property in Charles County.
- L. Donation of a perpetual conservation easement to the Maryland Environmental Trust and the Eastern Shore Land Conservancy by **Covey Point Farm, LLC** on its 161.30 acre property in Dorchester County.
- M. Donation of a perpetual conservation easement to the Maryland Environmental Trust and the Rockburn-Morning Choice Historic Conservation District by **Anna Mae Miller** on her 16.27 acre property in Howard County.
- N. Donation of a perpetual conservation easement to the Maryland Environmental Trust and the Eastern Shore Land Conservancy by **Robert Pascal** on his 193.819 acre property in Talbot County.
- O. Donation of a perpetual conservation easement to the Maryland Environmental Trust and the Lower Shore Land Trust by **William and Teresa McCain** on their 120.19 acre property in Wicomico County.

The Board of Trustees of the Maryland Environmental Trust has reviewed these easement donation offers and recommends ratification by the Board of Public Works.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: Peggy Collins 410-3799-5760

11. MARYLAND FOOD CENTER AUTHORITY:

Recommendation: That the Board of Public Works approve a Lease between the Maryland Food Center Authority and Sea Cap, Inc. The Authority approved the lease on October 30, 2003.

Landlord: Maryland Food Center Authority

Tenant: Sea Cap, Inc.

Lease Term: 15 years

Premises: Approximately 11,550 square foot warehouse (includes office space and adjacent parking). Building is new construction.

Located on: Block B, Parcel B-2
Maryland Food Center
7940 Tar Bay Drive, Jessup

Annual Base Rent: First year Annual Base Rent: \$87,780 (\$7.60 per square foot)
Annual Base Rent to be adjusted annually in accordance with CPI.

Permitted Use: Receiving, storing, distributing, transporting, processing, handling and selling food, seafood, agricultural and horticultural, and related products.

Sea Cap, Inc. tendered a pre-construction deposit of \$7,315.00 and contracted with the builder to construct tenant improvements during the building's construction. Delivery of the building was delayed by unusually persistent wet weather during the construction season; Sea Cap is ready to commence the Lease as soon as approval is received.

The Authority further requests authorization to adjust or modify the Lease from time to time, consistent with the intent of this Item and as the Authority deems appropriate and desirable to retain and accommodate the needs of the Tenant.

Legal Authority: Section 13-105(3)(i)(6), Article 41, Maryland Code.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: Alison L. Asti (410) 333-1560

12. MARYLAND STADIUM AUTHORITY*Recommendation:* That the Board of Public Works:

1. Authorize the issuance, sale and delivery by the Maryland Stadium Authority of its Camden Station Taxable Lease Revenue Bonds, Series 2004, in an aggregate principal amount not to exceed \$8,730,000 and having a 20-year maturity; approve the execution and delivery by the Maryland Stadium Authority of a Trust Indenture, a Master Lease Agreement, a Sublease Agreement, and a Deed of Trust and Security Agreement all as presented to and approved by the Maryland Stadium Authority; execute on behalf of the State of Maryland a Master Lease Agreement and a Sublease Agreement; and authorize other related matters.
2. Approve the Comprehensive Plan of Financing submitted on November 3, 2003 to the fiscal committees of the General Assembly.
3. Authorize and execute on behalf of the State: an Amendment to Sublease Agreement relating to the football stadium and an Amendment to Sublease Agreement relating to the baseball stadium both as approved by the Maryland Stadium Authority. These amendments are intended to provide a uniform method for allocating and reporting Basic Rent under all three sublease agreements (baseball, football, and Camden Station) and to amend the provisions governing the payment of Basic Rent under the football and baseball subleases.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion ✓

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: Gary A. McGuigan - (410) 333-1560

13. **MARYLAND STADIUM AUTHORITY:** Camden Station Development

DESCRIPTION: Renovate Camden Station. This 45,000 sq. ft. building will be renovated to accommodate the Babe Ruth Museum and a commercial office space tenant. (Contract CS-1)

PROCUREMENT METHOD: Competitive Sealed Proposals

PROPOSALS:

| | Overall Score | Cost Component |
|--|----------------------|-----------------------|
| J. Vinton Schafer & Sons, Inc. 1309A Continental Drive Abingdon 21009 | 94 | \$572,555 |
| The Whiting-Turner Contracting Co. Hampton Plaza 300 East Joppa Road Baltimore 21286-3048 | 93.5 | \$575,460 |
| Henry H. Lewis Contractors, LLC 55 Gwynns Mill Court PO Box 86 Owings Mills 21117 | 81.5 | \$642,450 |

AWARD: J. Vinton Schafer & Sons, Inc.

AMOUNT: \$7,558,532 *

* The Gross Maximum Price of \$7,558,532 includes a ten percent Owner's contingency.

FUND SOURCE: Maryland Stadium Authority Lease Revenue Bonds

(see *Secretary's Agenda Item 12*)

Babe Ruth Baseball Center Fund of 1994, Chapter 286, Acts of 1994

this page intentionally left blank

BOARD OF PUBLIC WORKS

November 17, 2003

Secretary's Agenda

13. **MARYLAND STADIUM AUTHORITY:** Camden Station Development (cont'd)**REMARKS:**

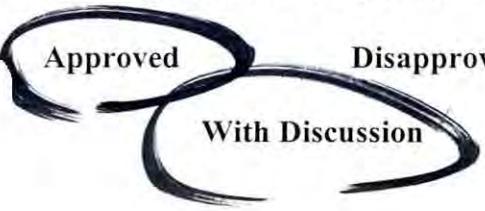
A five member selection committee, composed of three Maryland Stadium Authority personnel and two members of the Babe Ruth Museum board, agreed to a four-step procurement process:

- The project was advertised for letters of interest.
- The committee then requested proposals from six pre-qualified firms.
- Upon review of the proposals three firms were invited to interview. The evaluation criteria included:
 - preconstruction costs (10%)
 - general conditions and fee (10%)
 - project team strength (10%)
 - schedule (5%)
 - MBE participation (5%)
 - references (10%)
 - interview (50%)
- J. Vinton Schafer & Sons, Inc. was selected. J. Vinton Schafer & Sons, Inc. was low bidder on the total of all the cost information, and determined to be most qualified on the other evaluation criteria.

J. Vinton Schafer & Sons, Inc. will pre-qualify trade subcontractors with input by Maryland Stadium Authority through a competitive sealed bid process. This procurement method has allowed the Maryland Stadium Authority simultaneously to confirm our estimates to complete the work and proceed with the bond documents allowing for a Spring 2005 opening.

The Office of the State Comptroller has verified, under Control Number 03-2423-1111 that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent by the laws of Maryland. The contractor is a resident business under the guidelines of BPW advisory P-003-95 Revised.

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



Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contacts: Patricia Rynn Sylvester 410-514-7481
Linda Webb 410-514-759014. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENTBORROWER: St. Ambrose Housing Aid Center, Inc. (St. Ambrose)AUTHORITY: Maryland Consolidated Capital Bond Loan - Shelter and Transitional Housing Facilities Grant (See COMAR 05.05.09.01 through .19)

- The Shelter and Transitional Housing Facilities Grant Program provides capital financing in the form of a grant to develop facilities that provide shelter with supportive services to homeless persons.
- Eligible uses include acquisition of land or buildings, new construction, rehabilitation, predevelopment costs, and the purchase of capital equipment.

PROJECT TITLE: South Baltimore Transitional Housing Preservation ProjectAMOUNT: \$221,556.00DESCRIPTION:
Acquisition of three houses in South Baltimore to use for transitional housing. Light Street Housing is selling the homes and St. Ambrose will purchase the homes to maintain as affordable housing. Formerly homeless persons will live in the homes for up to two years and pay rent. Christ Lutheran Church will pay the rent if the tenants are unable to pay. St. Ambrose will maintain the properties. Supportive services will be provided by professional staff, volunteers from Christ Lutheran Church, and volunteers from 12 area churches and the South Baltimore Community.

| <u>FUNDS SOURCE:</u> | <u>Amount</u> |
|---|---------------|
| Maryland Consolidated Capital Bond Loan – Shelter and Transitional Housing Facilities Grant of 2003 | \$ 221,556 |
| Sponsor's Equity (includes funds from church partners) | 96,000 |
| Group Home Financing Program State Loan | 125,557 |

REMARKS:
The proposed grant will be used for eligible project costs under COMAR 05.05.09. The Department of Planning reviewed and approved the project for consistency with the Economic Growth, Resource Protection, and Planning Policy (Project #SP20030924-3246).

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contacts: Patricia Rynn Sylvester 410-514-7481
Linda Webb 410-514-759015. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**BORROWER:** Montgomery County Department of Housing and Community Affairs**AUTHORITY:** Maryland Consolidated Capital Bond Loan - Shelter and Transitional Housing Facilities Grant (See COMAR 05.05.09.01 through .19)

- The Shelter and Transitional Housing Facilities Grant Program provides capital financing in the form of a grant to develop facilities that provide shelter with supportive services to homeless persons.
- Eligible uses include acquisition of land or buildings, new construction, rehabilitation, predevelopment costs, and the purchase of capital equipment.

PROJECT TITLE: Seneca Heights**AMOUNT:** \$369,340.00

DESCRIPTION: This project involves the rehabilitation and conversion of an existing Econolodge motel in Gaithersburg into a special needs, service-enriched housing with two distinct components. The first component consists of 17 two-bedroom units which will be used as transitional housing for homeless families with children. The second component consists of 40 efficiency units which will be used as permanent supportive housing for formerly homeless or disabled individuals. Seneca Heights will be owned by the County and governed by a board with representatives from the County Department of Housing and Community Affairs, the local Department of Health and Human Services, and the County Chief Administrative Officer. The City of Gaithersburg will participate on the board in a non-voting advisory role. The project will be operated by the Montgomery County Coalition for the Homeless.

FUNDS SOURCE:

| | <u>Amount</u> |
|--|---------------|
| Maryland Consolidated Capital Bond Loan - Shelter and Transitional Housing Facilities Grant of 2003 | \$ 369,340 |
| Partnership General Obligation Bonds | 3,727,663 |
| Montgomery County Funds | 4,772,375 |

REMARKS: The proposed grant will be used for eligible project costs under COMAR 05.05.09. The Department of Planning reviewed and approved the project for consistency with the Economic Growth, Resource Protection, and Planning Policy (Project #SP20030725-3222).

Board of Public Works Action: The above-referenced item was:**Approved****Disapproved****Deferred****Withdrawn****With Discussion****Without Discussion**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contacts: Patricia Rynn Sylvester 410-514-7481
Linda Albro 410-514-745916. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**BORROWER:** Montgomery County Department of Housing and Community Affairs**AUTHORITY:** Article 83B, Section 2-1101 through 2-1110
COMAR 05.05.05.01 through .27

- The Partnership Rental Housing Program provides financing for rental housing that will be occupied by individuals with incomes at 50% or less of the statewide median.
- Local governments:
 1. have an ownership interest in the site;
 2. donate the site plus any necessary off-site improvements;
 3. contribute additional capital funds for project development costs; and
 4. have direct or indirect management responsibilities for the housing.
- Residents must contribute services to enhance or maintain the project or the community in which the project is located.
- Repayment of principal or interest is not required unless the project is sold or fails to serve the low-income tenants for whom it is intended.
- Developments must be financially self-sufficient so that they do not require further State assistance for long term occupancy.

PROJECT TITLE: Seneca Heights**AMOUNT:** \$3,727,663**COLLATERAL:** Deed of Trust on the improvements**DESCRIPTION:** Rehabilitation and conversion of an existing Econolodge motel in Gaithersburg into service-enriched housing with two distinct components. The first component consists of 17 two-bedroom units which will be used as transitional housing for homeless families with children. The second component consists of 40 efficiency units which will be used as permanent supportive housing for formerly homeless or disabled individuals. Seneca Heights will be owned by the County and governed by a board with representatives from the Department of Housing and Community Affairs, the local Department of Health and Human Services and the County Chief Administrative Officer. The City of Gaithersburg will participate on the board in a non-voting advisory role. The project will be operated by the Montgomery County Coalition for the Homeless.

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

16. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (cont'd)FUNDS SOURCE:

| | <u>Amount</u> |
|--|---------------|
| Maryland Consolidated Capital Bond Loan - Shelter and Transitional Housing Facilities Grant of 2003 | \$ 369,340 |
| Partnership General Obligation Bonds | 3,727,663 |
| Montgomery County Funds | 4,772,375 |

REMARKS: The proposed loan will be used for eligible project costs under COMAR 05.05.05. The Department of Planning reviewed and approved the project for consistency with the Economic Growth, Resource Protection, and Planning Policy (Project #SP20030725-3222).

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

APPENDIX

Report of emergency contracts awarded by various agencies in accordance with **COMAR 21.05.06** (Title 21 - State Procurement Regulations) and reported in accordance with **COMAR 21.02.01.05(A)(3)**.

Individual reports enclosed.

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

APPENDIX

Contact: Boyd K. Rutherford 410-767-4960

REPORT OF EMERGENCY PROCUREMENTITEM Appendix 1DEPARTMENT OF JUVENILE JUSTICEBaltimore City Juvenile Justice Center
300 North Gay Street
Baltimore, MarylandCONTRACT NO. AND TITLEProject No.: 001IT814751
Adpics No.: 001B4900402
Emergency Security Guard ServiceCONTRACT TYPE

Maintenance Service

PROCUREMENT METHOD

Emergency

DESCRIPTION - This contract provides for emergency security guard services for the Baltimore City Juvenile Justice Center for a period of three (3) months beginning November 7, 2003 through February 6, 2004. The State has the unilateral right to renew the contract for three (3) additional one (1) month periods at the same terms, conditions and cost.

| <u>BIDS OR PROPOSALS</u> | <u>AMOUNT</u> |
|--|---------------|
| Central Security Investigation Agency; Baltimore, MD | \$223,345.32 |
| Admiral Security Services; Baltimore, MD | \$228,936.50 |
| Systems applications & Technologies; Landover, MD | \$256,220.87 |
| CES Security Inc.; Baltimore, MD | \$288,437.94 |
| B&B Security Consultants, Inc.; Wheaton, MD | \$323,114.98 |
| Internal Intelligence Service; New York, NY | \$327,254.64 |
| Commando K-9 Detectives, Inc.; Crofton, MD | \$327,489.20 |
| Metropolitan Protective Services; Landover Hills, MD | \$333,446.75 |
| L. Washington & Associates; Philadelphia, PA | \$358,288.84 |
| SASI, Inc. T/A Security Patrol; Baltimore, MD | \$358,323.00 |
| Broadway Services; Baltimore, MD | \$377,849.18 |
| Abacus Corporation; Baltimore, MD | \$407,327.91 |
| Amazing Security & Investment; Silver Spring, MD | \$477,744.00 |

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

APPENDIX

REPORT OF EMERGENCY PROCUREMENTITEM Appendix 1 (cont'd)AWARD Central Security Investigation AgencyAMOUNT \$223,345.32FUND SOURCE V00E103 04 6210 1 0823
Department of Juvenile Justice Operating FundsREMARKS

On November 7, 2003, the Juvenile Court, the State's Attorney's office, the Public Defender's Office and the Department of Juvenile Services' Baltimore City offices moved into the new Baltimore City Juvenile Justice Center. Limited security guard service had been provided for one post prior to November 7th, however, to ensure the safety of the facilities' occupants and the public, it was determined that ten (10) additional security posts would be required for a three-month period. Security guard services required beyond this time frame will be solicited by the Department of General Services through standard procurement procedures.

This solicitation was posted on the DGS bid board and eMaryland Marketplace (eMM). Thirteen (13) responsive and responsible bids were received on eMM.

The Office of the State Comptroller has verified under **Control Number 03-2230-1111**, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **IS** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

Board of Public Works Action:Report Accepted

With Discussion

Without Discussion

Report remanded to Dept./Agency
bpwitembcjjc.mt

PROGRAM OPEN SPACE AGENDA - SUPPLEMENT A
BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

ITEM 1A

Contact: James W. Price
(410) 260-8426

PROGRAM OPEN SPACE LOCAL SHARE:

MARYLAND CONSOLIDATED CAPITAL BOND LOAN OF 2003:

FEDERAL LAND AND WATER CONSERVATION FUND:

Approval is requested to commit \$68,825.00 for the following projects located in Garrett County from the Program Open Space Local Share and Federal Land and Water Conservation Fund that are allocated to the County and administered through Program Open Space.

1. **Loch Lynn Heights Playground Equipment (Town of Loch Lynn) - \$11,000.00**

POS #4424-11-112 - MD20031017-1120

Development of a playground area for children five and under.

2. **Grantsville Town Park Refurbish Tennis Courts (Town of Grantsville) - \$14,785.00**

POS #4427-11-113 - MD20031016-1115

Renovation of the existing tennis courts

3. **Oakland Glades Community Center Pavilion and Support Facilities (Town of Oakland)**

\$30,000.00 - POS #4474-11-116 - MD20031017-1126

Installation of plumbing and a concrete floor for the eventual construction of bathrooms and kitchen facilities within the newly constructed pavilion.

4. **Accident Benches and Trash Receptacles (Town of Accident) - \$3,040.00**

POS #4475-11-117 - MD20031017-1127

Installation of new trash receptacles and benches at Town Park East.

5. **Casselman Valley Soccer Association Parking Lot - \$10,000.00 - POS #4491-11-118**

MD20031016-1113

Construction of the southern parking area for the Casselman Valley Soccer Complex.

FUND SOURCE: Program 81.20.04 Item 311 \$ 700.00

** MCCBL 89.22.26 Item 411 \$65,000.00

L&WCF 30.01.05.002.011 \$ 3,125.00

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

Approved

Disapproved

Deferred Withdrawn

With Discussion

Without Discussion

PROGRAM OPEN SPACE AGENDA - SUPPLEMENT A
BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: James W. Price
(410) 260-8426

ITEM 2A

PROGRAM OPEN SPACE LOCAL SHARE:

Approval is requested to commit \$24,300.00 for the following projects located in Washington County from the Program Open Space Local Share that is allocated to the County and administered through Program Open Space.

1. **Taylor Park Ballfields (Town of Keedysville) - \$10,800.00 - POS #4426-21-159**
MD20031014-1107

Installation of additional chain link fence around the existing ballfield.

2. **Veterans Park Roadway (Town of Smithsburg) - \$13,500.00 - POS #4490-21-162**
MD20031020-1128

Construction of a 212 foot roadway that would be a continuation of the existing entrance road into the park.

FUND SOURCE: Program 81.20.04 Item 845 \$ 858.28
Program 81.20.04 Item 321 \$23,441.72

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

Approved

Disapproved

Deferred Withdrawn

With Discussion

Without Discussion

**PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS
SUPPLEMENT A**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

Contact: James W. Price
(410) 260-8426

ITEM 3A

MARYLAND CONSOLIDATED CAPITAL BOND LOAN - 2003

PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS FUNDS:

Approval is requested to commit \$5,000,000.00 for the following Community Parks and Playgrounds Projects. These projects will be administered through Program Open Space.

PROJECT DESCRIPTIONS:

**1. Town of Midland (Allegany County) – Baker Park Pavilion – \$40,000
POS/CPP#4432-1-169**

Construct a pavilion with picnic tables to compliment the concession stand, which is operated by the Midland Youth Sports.

2. City of Cumberland (Allegany County) – Jaycee Field - \$285,793 – POS/CPP#4433-1-170

Replace, non-ADA compliant, and unsafe playground equipment. Perform other park improvements, which will include: constructing a pavilion, purchasing and installing tables and benches, upgrading athletic fields and restrooms, and landscaping.

**3. City of Frostburg (Allegany County) – Frostburg Community Park Pool - \$217,000
POS/CPP#4434-1-171**

Renovate pool facilities, which will include: resurfacing approximately 13,500 sq. ft of the pool and replacing water lines to and from the filter. This recreational area was constructed in 1921, and was last renovated in 1972.

**4. Anne Arundel County – Quiet Waters Park - \$25,000 – POS/CPP#4435-2-205
Replace non-ADA compliant and unsafe playground equipment.**

5. Anne Arundel County – Arnold Park - \$125,000 – POS/CPP#4436-2-206

Purchase and install lighting at the soccer and baseball fields. Replace, non-ADA compliant, playground equipment at this 20-year-old park facility.

**6. Anne Arundel County – GORC (Gambrills-Odenton Recreation Center) \$250,000
POS/CPP#4437-2-207**

Replace athletic field lighting at two baseball fields and one multipurpose field. The lights are mounted on 25 year-old wooden poles, and the illumination levels are lower than engineering standards. The park also contains four multipurpose fields and eight baseball fields, five of which are lighted.

**PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS
SUPPLEMENT A**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

ITEM 3A (Con't)

Contact: James W. Price
(410) 260-8426

7. **Baltimore City Department of Parks and Recreation – Arlington Elementary Playground**
\$80,000 – POS/CPP#4438-26-150
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
8. **Baltimore City Department of Parks and Recreation – Dickey Hill Elementary Playground**
\$120,000 – POS/CPP#4439-26-151
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
9. **Baltimore City Department of Parks and Recreation – Graceland/O'Donnell Elementary**
Playground – \$120,000 – POS/CPP#4440-26-152
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
10. **Baltimore City Department of Parks and Recreation – Montebello Elementary Playground**
\$110,000 – POS/CPP#4441-26-153
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
11. **Baltimore City Department of Parks and Recreation – A. Hamilton Elementary**
Playground – \$120,000 – POS/CPP#4442-26-154
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
12. **Baltimore City Department of Parks and Recreation – Hazelwood Elementary Playground**
\$120,000 – POS/CPP#4443-26-155
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
13. **Baltimore City Department of Parks and Recreation – Mt. Washington Elementary**
Playground \$100,000 – POS/CPP#4444-26-156
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
14. **Baltimore City Department of Parks and Recreation – Linkwood Playground \$100,000**
POS/CPP#4492-26-159
Renovate playground. Replace non-ADA compliant play equipment and install safety surface.

**PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS
SUPPLEMENT A**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

ITEM 3A (Con't)

Contact: James W. Price
(410) 260-8426

- 15. Baltimore City Department of Parks and Recreation – Rognel Heights Elementary Playground \$150,000 – POS/CPP#4445-26-157**
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
- 16. Baltimore City Department of Parks and Recreation – Sarah Roach Elementary Playground \$120,000 – POS/CPP#4446-26-158**
Renovate schoolyard playground. Replace non-ADA compliant play equipment and install safety surface.
- 17. Baltimore County Department of Parks and Recreation – Carriage Hills Park – \$ 37,000 POS/CPP#4447-3-379**
Replace antiquated, non-ADA compliant, playground equipment.
- 18. Baltimore County Department of Parks and Recreation – Gwynnvalle Park \$37,000 POS/CPP#4448-3-380**
Replace antiquated, non-ADA compliant, playground equipment.
- 19. Baltimore County Department of Parks and Recreation – Chapel Hill Park – \$37,000 POS/CPP#4449-3-381**
Replace antiquated, non-ADA compliant, playground equipment.
- 20. Baltimore County Department of Parks and Recreation – Stansbury Park – \$37,000 POS/CPP #4450-3-382**
Replace antiquated, non-ADA compliant, playground equipment.
- 21. Town of Chesapeake Beach (Calvert County) – Kellam's Field – \$50,000 POS/CPP# 4451-4-48**
Construct a ball-field and pavilion to further enhance park facility.
- 22. Town of Denton (Caroline County) – Wheeler-Lockerman Project (Phase II) – \$230,000 POS/CPP#4452-5-128**
Enhance the Wheeler – Lockerman Park. Park improvements will include: constructing a pavilion, access-ways, athletic fields, accessible parking lot, and fencing.
- 23. Town of Greensboro (Caroline County) – Greensboro Revitalization - \$49,110 POS/CPP#4453-5-129**
Construct a ball-field and pavilion to improve park facility. Park enhancements will attract residents to the area.

**PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS
SUPPLEMENT A**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

ITEM 3A (Con't) Contact: James W. Price
(410) 260-8426

**24. Town of Manchester (Carroll County) – Christmas Tree Park – \$50,000
POS/CPP#4454-6-241**

Replace multipurpose field lights, which will complete Phase II of the park's field lighting and safety project.

**25. Town of Westminster (Carroll County) – Westminster City Playground Rehabilitation
\$201,630 – POS/CPP#4455-6-242**

Remove and replace retaining wall, which surrounds Westminster City Playground. Construct the park's first handicap accessible ramps and install drainage improvements to prevent future storm water damage. Park structure was built during the depression, and it is in a severe stage of disintegration and can possibly collapse. This safety concern has resulted in barricading certain areas of the park from actual use.

**26. Town of Charlestown (Cecil County) – Charlestown Complex – \$11,472
POS/CPP#4456-7-188**

Replace athletic field lights to create a safer park environment.

27. Cecil County – Fletchwood Community Park – \$ 120,527 – POS/CPP#4457-7-189
Renovate playground and install ADA compliant play equipment. Construct basketball court and walkways.

**28. Town of Elkton (Cecil County) – Marina Park Tennis Court Restoration – \$126,000
POS/CPP #4458-7-190**

Reconstruct tennis court surface, which has suffered from severe surface cracking and deterioration due to age and use. This facility serves over 1,200 citizens a season, from 4 years of age to adults, through a variety of tennis programs.

29. Town of Port Deposit (Cecil County) – Marina Park - \$250,000 – POS/CPP# 4459-7-191

Perform improvements to historic Gas House/Visitor Center, which will include: constructing handicap accessible ramps and parking. Purchasing and installing bike racks, signage, trash receptacles and other site amenities. The Marina Park plan is the result of intercommunity public and private partnerships which involves Cecil and Harford Counties, and the municipalities of Perryville, Havre de Grace, and Port Deposit. The park trailhead will connect the Town of Port Deposit to 58 miles of waterfront vistas in the lower Susquehanna Valley. This project will provide transportation access to boaters, equestrians and water taxi patrons.

**PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS
SUPPLEMENT A**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

ITEM 3A (Con't) Contact: James W. Price
(410) 260-8426

30. **City of Cambridge (Dorchester County) – Sailwinds Park – \$81,750**
POS/CPP # 4460-9-100
Extend boardwalk to visitor center and construct handicap accessible railings and ramps. Purchase and install light fixtures along the newly constructed area.
31. **Dorchester County – Hurlock Complex Field – \$185,000 – POS/CPP#4461-9-101**
Purchase and install lighting for athletic fields and tennis courts. Lights were last replaced 25- years ago.
32. **Town of Secretary (Dorchester County) Secretary Veteran's Park - \$25,000 POS/CPP#4462-9-102**
Develop a memorial for the war veterans that reside in the town. The park enhancements will include flags and other site amenities.
33. **Town of Middletown (Frederick County) Wiles Branch Park - \$43,000**
POS/CPP#4463-10-199
Develop a multi-purpose athletic field, walking trails, and upgrade restrooms to meet ADA standards.
34. **Town of Mount Airy (Frederick County) Wildwood Park - \$30,000**
POS/CPP# 4464-10-200
Construct a retaining wall to provide erosion control and stabilization. Park was recently dedicated to the Town. The wall has suffered severe erosion from storm water runoff.
35. **Town of Emmitsburg (Frederick County) Community Park Swimming Pool – \$30,000**
POS/CPP#4465-10-201
Renovate pool facility. The facility improvements will include: installing a new water line, paving parking lot, and purchasing and installing changing stations. This is the only public pool in Frederick County.
36. **City of Frederick (Frederick County) – Harmon Park Playground – \$22,293**
POS/CPP#4466-10-202
Renovate playground and install ADA compliant play equipment.
37. **City of Frederick (Frederick County) – Grove Park Playground - \$22,293**
POS/CPP#4467
Renovate playground and install ADA compliant play equipment.

**PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS
SUPPLEMENT A**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

ITEM 3A (Con't)

Contact: James W. Price
(410) 260-8426

38. **City of Frederick (Frederick County) – Baughman's Babee Playground - \$22,293**
POS/CPP#4468-10-204
Renovate playground and install ADA compliant play equipment.
39. **City of Frederick (Frederick County) – Valley Street Playground- \$22,293**
POS/CPP#4469-10-205
Renovate playground and install ADA compliant play equipment.
40. **Town of Grantsville (Garrett County) – Grantsville Community Park – \$98,288**
POS/CPP#4470-11-114
Purchase and install lighting at the softball field and tennis court. Remove and replace fencing at the Little League field.
41. **Town of Mountain Lake Park (Garrett County) – Mountain Lake Community Park \$10,000 – POS/CPP#4471-11-115**
Purchase and install handicap accessible basketball goals.
42. **City of Aberdeen (Harford County) – Victory Street Park – \$22,600**
POS/CPP#4472-12-220
Enhance park and playground. Purchase and install handicap accessible play equipment, renovate pavilion and walkways.
43. **Harford County – Robert Copenhaver Park – \$140,000 – POS/CPP#4473-12-221**
Renovate park pavilion. Construct handicap accessible walkways and parking, and upgrade restrooms.
44. **Maryland National Capital Park and Planning Commission (Montgomery County) Dewey Road Local Park – \$100,000 – POS/CPP#4476-15-543**
Renovate playground. Replace unsafe play equipment and install safety surface.
45. **Maryland National Capital Park and Planning Commission (Montgomery County) Redland Local Park – \$60,000 – POS/CPP#4477-15-544**
Renovate playground. Replace unsafe play equipment and install safety surface.
46. **Maryland National Capital Park and Planning Commission (Montgomery County) Georgian Forest Local Park – \$25,000 – POS/CPP#4478-15-545**
Renovate playground. Replace unsafe play equipment and install safety surface.

**PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS
SUPPLEMENT A**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

ITEM 3A (Con't)

Contact: James W. Price
(410) 260-8426

- 47. Maryland National Capital Park and Planning Commission (Montgomery County)**
Maplewood Local Park – \$85,000 – POS/CPP#4479-15-546
Renovate playground. Replace unsafe play equipment and install safety surface.
- 48. Maryland National Capital Park and Planning Commission (Montgomery County) English**
Manor Local Park – \$30,000 – POS/CPP#4480-15-547
Renovate playground. Replace unsafe play equipment and install safety surface.
- 49. City of Takoma Park (Montgomery County) – Heffner “Super-Accessible” Park**
\$40,000 – POS/CPP#4481-15-548
Expand an inclusive park for disabled children. The improvements will include: constructing handicap accessible parking, purchasing and installing park lights, paving walk-ways, and landscaping. This park is located in close proximity to low-income apartment complexes, and will be a popular amenity for residents and citizens of greater Montgomery County.
- 50. City of Rockville (Montgomery County) – Israel Park Playground – \$12,000**
POS/CPP#4482-15-549
Upgrade restroom to improve handicap accessibility. The facility is located near the playground area.
- 51. City of Hyattsville (Prince George’s County) – Magruder Park Fields – \$18,553**
POS/CPP#4484-16-620
Construct an athletic field and replace deteriorated fencing.
- 52. Maryland National Capital Park and Planning Commission (Prince George’s County)**
College Park Center – \$120,000 – POS/CPP#4485-16-621
Remove and replace dilapidated field equipment and backstop. Develop a multi-use soccer field of league quality. Other park improvements will include: grading and seeding field, purchasing and installing goals and field equipment.
- 53. Town of Princess Anne (Somerset County) Princess Anne Extended Town Park - \$130,000**
POS/CPP#4486-19-62
Develop a playground, youth recreation building and basketball court. Recreational facilities in this area are non-existence for town youth. Town has partnered with The University Maryland Eastern Shore to assist with youth mentor program.

**PROGRAM OPEN SPACE/COMMUNITY PARKS AND PLAYGROUNDS
SUPPLEMENT A**

BOARD OF PUBLIC WORKS

December 3, 2003

Secretary's Agenda

ITEM 3A (Con't)

Contact: James W. Price
(410) 260-8426

54. **Town of Easton (Talbot County) – Easton Skate Park – \$35,000 – POS/CPP#4487-20-89**
Develop a multi-level skateboard park facility at the Idlewild Park. Local Skateboard Association has partnered with the town to raise funds for the project.
55. **Town of Funkstown (Washington County) – Funkstown Community Park - \$182,500**
POS/CPP#4488-21-160
Purchase and install ADA accessible playground equipment. Other park improvements will include: constructing walkways, replacing benches, tables, grills, and landscaping.
56. **Town of Boonsboro (Washington County) – Shafer Community Park – \$ 87,605**
POS/CPP#4489-21-161
Replace tables, benches, grills, field lights, and other site amenities as part of the Shafer Park Revitalization Project.

FUND SOURCE: Community Parks Funding Code 89.22.26 Item 000 \$5,000,000.00

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

| | | | |
|---|-------------|--------------------|-----------|
| Approved | Disapproved | Deferred | Withdrawn |
| With Discussion <input checked="" type="checkbox"/> | | Without Discussion | |

**PROGRAM OPEN SPACE AGENDA - SUPPLEMENT A
BOARD OF PUBLIC WORKS
December 3, 2003
SECRETARY'S AGENDA**

Contact: Jack Perdue
(410) 260-8505

ITEM 4A
SALE OF FOREST PRODUCTS

Submission of a request by the Department of Natural Resources for the approval by the Board of Public Works of the following timber sale pursuant to the timber sale policy adopted by the Board on October 7, 1987.

PROJECT NAME: Green Ridge State Forest - Allegany County

SALES DESIGNATION: GR-03-04

AREA DESCRIPTION: 24.5 acres / Compartment #68

DESCRIPTION: This operation will be a deferment harvest and will retain 20 square feet of basal area per acre for vertical structure. Healthy dominant and co-dominant trees will be retained as seed trees, to benefit wildlife and aesthetic values. All hickory, serviceberry, and white pine will be retained.. This sale includes 105,150 board feet of sawtimber and 396 cords.

PROCUREMENT METHOD: Competitive Sealed Bid

PROPOSALS RECEIVED: 3

| | |
|----------------------------|-------------|
| Cessna Brothers (PA)..... | \$16,500.00 |
| McCusker Logging (MD)..... | \$15,010.00 |
| Roy Yonker (MD) | \$14,300.00 |

AWARD: Cessna Brothers

AMOUNT: \$16,500.00

ESTIMATED VALUE: \$13,570.00

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

**PROGRAM OPEN SPACE AGENDA - SUPPLEMENT A
BOARD OF PUBLIC WORKS
December 3, 2003
SECRETARY'S AGENDA**

Contact: Jack Perdue
(410) 260-8505

ITEM 5A
SALE OF FOREST PRODUCTS

Submission of a request by the Department of Natural Resources for the approval by the Board of Public Works of the following timber sale pursuant to the timber sale policy adopted by the Board on October 7, 1987.

PROJECT NAME: Potomac Garrett State Forest - Garrett County

SALES DESIGNATION: PG-01-04

AREA DESCRIPTION: 33.0 acres / Compartment #43

DESCRIPTION: This area is located in the Kindness Demonstration Area. The stands are fully stocked and a root rot disease is present throughout the stand. Understory regeneration is well developed. When factoring loss from disease, the rate of growth is less than 1%. With the amount of over-mature and diseased trees, there are not enough healthy acceptable growing stock trees to warrant further partial cutting, thus the stand will be regenerated. This sale includes 235,559 board feet of sawtimber and 250 cords.

PROCUREMENT METHOD: Competitive Sealed Bid

PROPOSALS RECEIVED: 4

| | |
|---------------------------------------|-------------|
| Wood Products, Inc. (MD)..... | \$78,500.00 |
| Interstate Hardwoods, Inc. (WV) | \$72,895.00 |
| Coastal Lumber Company (WV) | \$67,670.05 |
| TAZ Hardwoods Co., Inc. (WV)..... | \$51,100.00 |

AWARD: Wood Products, Inc.

AMOUNT: \$78,500.00

ESTIMATED VALUE: \$71,702.59

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion ✓

Without Discussion

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 1-S **Agency Contact:** Beverly Pivec (410) 576-6442

DEPARTMENT: Office of the Attorney General (OAG)

PROGRAM: Legal Counsel and Advice

The OAG is the legal advisor to virtually every State agency, board and commission, the Judiciary and the General Assembly. The Legal Counsel and Advice Program advises and represents in litigation the Clerks of the Court, Registers of Wills, Sheriffs and State's Attorneys of the 23 counties and Baltimore City.

CONTRACT NO. & TITLE: OAG-1-03;
On-Line Legal Research Services

ADPICS DOCUMENT ID NUMBER: C81B0000001

DESCRIPTION: Contract to provide access for on-line legal research for the Office of the Attorney General, the Office of the Public Defender and the Office of Administrative Hearings.

TERM: 1/1/2004 - 12/31/2008 (W/2 one-year renewal options)

PROCUREMENT METHOD: Competitive Sealed Proposals

BIDS OR PROPOSALS: Only one acceptable proposal (See Attachment)

AWARD: West Publishing Corp.
Eagan, MN

INCUMBENT: Same;
(5/1/98 - 12/31/2003; \$476,000)

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 1-S (Cont)

FUND SOURCE: 14% Gen.; 1% Fed. (Medicaid Fraud Unit Grant);
1% Spec. (Homebuilders Unit), 84% Reimb.
(Participating State Agencies)

APPROP. CODE: C81001

AMOUNTS: \$ 709,500 (5 Years; Base Contract; see Requesting
Agency Remarks below)
\$ 148,392 (1 Year; 1st Renewal Option)
\$ 155,208 (1 Year; 2nd Renewal Option)
\$1,013,100 Total (7 Years)
(\$141,834 Gen.; \$10,131 Fed.; \$10,131 Spec.;
\$851,004 Reimb.)

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: A notice of the availability of the Request For Proposals (RFP) was advertised in the *Maryland Contract Weekly*. Copies of the solicitation notice were mailed directly to 10 prospective vendors, 3 of which were Maryland firms, and included no MBEs. A copy was also sent to the Governor's Office of Minority Affairs. There is no MBE sub-contracting goal established for this contract. The specialized nature of these services prevents sub-contracting opportunities.

The purpose of this contract is to provide access for on-line legal research. This is unlimited access, on a monthly flat fee basis, for usage of on-line legal research services for seven categories (see below) for three agencies: (1) the Office of the Attorney General; (2) the Office of the Public Defender; and (3) the Office of Administrative Hearings. Additional services will be provided as described below.

Only two proposals were received for these services. The low response is because there are only two vendors that are capable of providing these services. Both of these vendors submitted offers. One was from the incumbent, West Publishing Corp. ("West"), which has had this contract since 12/1/95 (see *Incumbent* information above).

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 1-S (Cont)

The award amount above of \$1,013,100 consists of two parts. Part 1 provides for unlimited access to and usage of on-line legal research services for generally seven categories which are:

1. Federal judicial and administrative decisions;
2. Federal statutes and regulations;
3. Judicial Decisions of all States;
4. Statutes and regulations of the States (including the Code of Maryland Regulations and "Dow Jones Interactive");
5. Citation services;
6. Law reviews; and
7. Public Records.

Part 2 provides for other research services from the contractor which it normally offers to its customers (for example business or other research information) but which are not included in Part 1.

The costs for Parts 1 and 2 are as follows:

Part 1

\$ 649,500 (5 Years; Base Contract)
\$ 136,393 (1 Year; 1st Renewal Option)
\$ 143,208 (1 Year; 2nd Renewal Option)
\$ 929,101 Total (7 years)

Part 2

\$ 60,000 (5 Years; Base Contract)
\$ 12,000 (1 Year; 1st Renewal Option)
\$ 12,000 (1 Year; 2nd Renewal Option)
\$ 84,000 Total (7 years)

\$1,013,100 Grand Total

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 1-S (Cont)

The *Award Amount* above for Part 1 (\$649,500) and the *Offer Amount* (\$576,600) in the Attachment are different. The *Offer Amount* was an evaluated cost for Part 1 services after applying discounts on subscriptions for printed materials.

The *Award Amount* for Part 1 represents actual expected costs for use of the Part 1 services. The *Overall Award Amount* represents actual expected costs for use of both Part 1 and Part 2 services

A protest of this contract award to West was filed by Lexis-Nexis on 9/5/2003. A denial of the protest was issued by the OAG on 10/5/2003. An appeal of the denial of the bid protest was not submitted by Lexis-Nexis to the Maryland State Board of Contract Appeals.

The Office of the State Comptroller has verified, under Control Number 03-1748-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is not** a resident business under the guideline of BPW Advisory P-003-95 Revised.

DBM REMARKS: Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

By approving this contract, the Board grants DBM the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a DBM PAAR.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 1-S (Cont)

Approval recommended.

Note: This Item appeared as Item 1-S in the DBM BPW Agenda of 9/17/2003 and was withdrawn.

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

APPROVED

DISAPPROVED

DEFERRED WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

BIDS OR PROPOSALS (Cont):

| <u>Offeror</u> | <u>Tech.*</u> <u>Rank</u> | <u>Financial**</u> <u>Offer (Rank)</u> | <u>Overall</u> <u>Rank</u> |
|---|------------------------------|---|-------------------------------|
| West Publishing Corporation Eagan, MN | 1 | \$576,600 (2) | 1 |
| Lexis-Nexis Dayton, OH | 2 | \$555,130 (1) | 2 *** |

*** Note:** Technical factors had greater weight than financial factors in the overall award determination.

**** Note:** Cost after applying discounts on subscriptions for printed materials.

*****Note:** After the review of this offeror's technical proposal was completed its initial financial proposal was opened. A round of Best and Final Offers (BAFOs) were requested.

As a part of its financial proposal and BAFO response, Lexis-Nexis proposed conditions that were: (1) contrary to many of the State's terms and conditions; and (2) would also permit it to unilaterally change its prices in the future. These conditions were unacceptable to the State (see Backup).

Despite repeated efforts by the Procurement Officer to remove these conditions, Lexis-Nexis refused to do so. Consequently Lexis-Nexis was removed from award consideration. This left West Publishing Corporation (which had already been determined to have submitted the best technical offer) to be the only offeror with an acceptable proposal.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 2-S **Agency Contact:** Magdaline Hamill (410) 767-3355

DEPARTMENT: Transportation (MDOT)
Maryland Transit Administration (MTA)

PROGRAM: Office of Planning & Statewide Transit

MTA's Office of Planning & Statewide Transit is responsible for management/organizational development, strategic planning, analysis and management for results activities at the MTA.

CONTRACT NO. & TITLE: MTA-0963A&B;
On-Call Strategic Policy Planning
Consultant Services

ADPICS DOCUMENT ID NUMBER: J00B4200009

DESCRIPTION: Multiple award consulting services contract for strategic policy planning to include: management/organization development; follow-up to the MTA's strategic plan; Federal and State legislation; monitoring the State's Managing For Results initiative; and other miscellaneous services on an "as needed" basis.

TERM: 12/15/2003 - 12/14/2006 (W/2 one-year
renewal options)

PROCUREMENT METHOD: Competitive Sealed Proposals

BIDS OR PROPOSALS: See Attachment

AWARDS:
Booz Allen Hamilton, Inc.
Baltimore, MD
AECOM CONSULT, Inc.
Alexandria, VA

INCUMBENT: None

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 2-S (Cont)

| | |
|--|---|
| <u>INCUMBENT:</u> | None |
| <u>FUND SOURCE:</u> | 100% Spec. |
| <u>APPROP. CODE:</u> | J05H0105 |
| <u>AMOUNTS:</u> | <i>Booz Allen Hamilton, Inc.</i> \$3,000,000 Est. (3 Years; Base Contract) \$1,050,000 Est. (1 Year; 1 st Renewal Option) \$1,102,500 Est. (1 Year; 2 nd Renewal Option) \$5,152,500 Est. Sub Total (5 Years) |
| | <i>AECOM CONSULT, Inc.</i> \$2,500,000 Est. (3 Years; Base Contract) \$ 875,000 Est. (1 Year; 1 st Renewal Option) \$ 918,750 Est. (1 Year; 2 nd Renewal Option) \$4,293,750 Est. Sub Total (5 Years) \$9,446,250 Est. Grand Total (5 Years) |
| <u>PERFORMANCE BOND:</u> | N/A |
| <u>REQUESTING AGENCY REMARKS:</u> | A notice of the availability of the Request For Proposals (RFP) was advertised in the <i>Maryland Contract Weekly</i> , the <i>Daily Record</i> , the <i>Baltimore Sunday Sun</i> and the <i>Baltimore Afro-American</i> . Copies of the RFP were mailed directly to 33 prospective vendors, 19 of which were Maryland firms, and included 2 MBEs. A copy was also sent to the Governor's Office of Minority Affairs. An overall MBE subcontractor participation goal of 25% was established for this contract. Both contractors have agreed to meet this goal. |

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 2-S (Cont)

Eleven firms attended the pre-proposal conference and four proposals were received for these services. All four offerors were determined to be reasonably susceptible of being selected for award as indicated in the Attachment.

This contract will allow the MTA to work with two experienced consultants to provide technical services necessary for the completion of various policy planning projects. The two recommended firm's years of experience and understanding of MTA's strategic policy planning activities will assist the MTA in its management/organization development efforts; its follow-up to the MTA's strategic plan; assistance in developing Federal and State legislation; monitoring the State's Managing For Results initiative; and the provision of other miscellaneous services on an "as needed" basis.

As indicated in the Attachment, technical factors had a greater weight than financial factors in the overall award determination. Booz Allen Hamilton, Inc., was ranked number two technically and AECOM CONSULT, Inc., was ranked number three technically. These two vendors are recommended for award as having provided the most advantageous offers to the State based on the following rationale:

- The number one ranked technical offeror was significantly more expensive than all other offerors. Because of this, it is deemed to be not worth this cost differential and is not recommended for award.
- The number four ranked technical offeror was the second lowest cost offeror by about 3%. However the technical superiority of the second ranked offeror (Booz Allen Hamilton, Inc.) was deemed to be worth the very small price difference and this vendor is not recommended for award.

The Office of the State Comptroller has verified, under Control Numbers 03-1740-1111 (Booz Allen Hamilton, Inc.), and 03-2225-1111 (AECOM CONSULT, Inc.), that the recommended contractors have no known deficiencies in the payment of their Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation as applicable, that each contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 2-S (Cont)

Booz Allen Hamilton, Inc. is a resident business under the guidelines of BPW Advisory P-003-95 Revised. AECOM CONSULT, Inc. is not a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

By approving this contract, the Board grants DBM the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a DBM PAAR.

Approval recommended.

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

APPROVED

DISAPPROVED

WITH DISCUSSION

DEFERRED

WITHDRAWN

WITHOUT DISCUSSION

BIDS OR PROPOSALS (Cont):

| <u>Offeror</u> | Tech. <u>Rank</u> | Price Proposal <u>(Rank)</u> | Overall <u>Rank*</u> |
|----------------|----------------------|---------------------------------|-------------------------|
|----------------|----------------------|---------------------------------|-------------------------|

Recommended for Award

| | | | |
|---|---|-----------------|---|
| Booz Allen Hamilton, Inc. Baltimore, MD | 2 | \$2,999,391 (3) | 1 |
|---|---|-----------------|---|

| | | | |
|--|---|-----------------|---|
| AECOM CONSULT, Inc. Alexandria, VA | 3 | \$2,752,650 (1) | 2 |
|--|---|-----------------|---|

Not Recommended for Award

| | | | |
|---|---|-----------------|---|
| Cambridge Systematics, Inc. Cambridge, MA | 4 | \$2,900,264 (2) | 3 |
|---|---|-----------------|---|

| | | | |
|--|---|-----------------|---|
| PB CONSULT, INC. Baltimore, MD | 1 | \$4,068,397 (4) | 4 |
|--|---|-----------------|---|

***Note:** Technical factors had greater weight than financial factors in the overall award determination.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 3-S **Agency Contact:** LaVerne Naesea (410) 764-4755

DEPARTMENT: Health and Mental Hygiene (DHMH)

PROGRAM: Maryland Board of Pharmacy (MBP)

DHMH's MBP operates under the provisions of Title 12 of the Health Occupations Article. The MBP is the licensing authority for pharmacists in the State of Maryland. It has the authority to make rules and regulations and to take disciplinary action as may be necessary to carry out the provisions of the law. After inspection and approval, it also issues permits to pharmacies and pharmaceutical distributors in the State. Prescription drugs may be sold, distributed and dispensed only under a permit that is issued by the MBP. The MBP is needed to protect the public from uncontrolled access to drugs and to monitor and rehabilitate pharmacists in need of treatment and rehabilitation from alcoholism, drug abuse, chemical dependency or other physical, emotional or mental conditions.

CONTRACT NO. & TITLE: DHMH OCPMP 04-8281;
Pharmacists Rehabilitation & Educational Services

ADPICS DOCUMENT ID NUMBER: M00B4200250

DESCRIPTION: Contract to provide evaluations of and assistance to pharmacists in need of treatment and rehabilitation from alcoholism, drug abuse, chemical dependency or other physical, emotional or mental conditions.

TERM: 1/1/2004 - 12/31/2005 (W/3 one year renewal options)

PROCUREMENT METHOD: Competitive Sealed Proposals

BIDS OR PROPOSALS: Only one proposal received

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 3-S (Cont)

AWARD:

**Pharmacists' Education & Assistance
Committee**
Pylesville, MD

INCUMBENT:

Same;
(4/1/99 - 3/31/2003; \$128,410)

FUND SOURCE:

100% Spec. (License Fees)

APPROP. CODE:

M00R414S

AMOUNTS:

\$ 181,218 (2 Years; Base Contract)
\$ 93,046 (1 Year; 1st Renewal Option)
\$ 94,907 (1 Year; 2nd Renewal Option)
\$ 96,805 (1 Year; 3rd Renewal Option)
\$ **465,976** Total (5 Years)

PERFORMANCE BOND:

None

REQUESTING AGENCY REMARKS: A notice of the availability of the Request For Proposals (RFP) was advertised in the *Maryland Contract Weekly*. Copies of the RFP were mailed directly to ten prospective agencies, nine of which were Maryland organizations. Three of the agencies solicited were MDOT certified MBEs. There is no MBE subcontracting participation goal established for this contract. This is due to the nature of the services where sub-contracting opportunities are not feasible. This was approved by the DHMH Procurement Review Group, as required in BPW Advisory 2001-2.

Only one proposal was received in response to this solicitation which was from the incumbent, the Pharmacists' Education & Assistance Committee (PEAC). A committee of MBP administrators evaluated the technical portion of the proposal and found it to be acceptable, the price was deemed fair and reasonable and PEAC was deemed a responsible contractor.

PEAC will monitor pharmacist recovery, maintain a data collection system and provide quarterly reports. It will also provide a 24-hour answering system so that referrals can be received at any time.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 3-S (Cont)

PEAC was established in 1983 and is an independent, "501c" approved, not for profit corporation. PEAC is sponsored by the Maryland Pharmacists Association, the Maryland Society of Health Systems Pharmacists and the University of Maryland School of Pharmacy.

Maryland citizens will benefit by the award of this contract because PEAC will contribute to the Maryland economy by providing ancillary business to several of the State's health providers.

The Office of the State Comptroller has verified, under Control Number 03-2233-0110, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

By approving this contract, the Board grants DBM the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a DBM PAAR.

Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 4-S **Agency Contact:** Randy L. Bradford (410) 778-6800

DEPARTMENT: Health & Mental Hygiene (DHMH)

PROGRAM: Upper Shore Community Mental Health Center
Dietary Services Program

The Upper Shore Community Mental Health Center ("Center") operates a 45 bed psychiatric facility located in Chestertown, Maryland. The Center serves adult populations primarily from Cecil, Kent, Queen Anne's, and Talbot counties. The Dietary Services Program provides services to Programs located on the Hospital grounds, which, in addition to the Upper Shore Center, include the A.F. Whitsitt Treatment Center (which has 20 beds and treats adults for drug and alcohol abuse under the jurisdiction of Kent County Health Department) and the J. DeWeese Carter Youth Center (which has 31 beds and cares for adolescent populations under the jurisdiction of the Department of Juvenile Services - DJS). The Dietary Services Program accommodates a combined total for the Centers/Units of up to 96 residents/patients.

CONTRACT NO. & TITLE: DHMH/OCPMP 04-8273;
Nutrition Care and Food Management
Services

ADPICS DOCUMENT ID NUMBER: M00B4200238

DESCRIPTION: Contract for professional nutrition care and food management services to the residents/patients of the Upper Shore Community Mental Health Center, the A.F. Whitsitt Treatment Center, and the J. DeWeese Carter Youth Center. Contract includes firm fixed prices per resident/patient, per day.

TERM: 12/19/2003 - 12/18/2006 (W/2 one-year
renewal options)

PROCUREMENT METHOD: Competitive Sealed Proposals

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 4-S (Cont)

BIDS OR PROPOSALS:

| <u>Offeror</u> | <u>Tech. Rank</u> | <u>Financial Offer (Rank)</u> | <u>Overall Rank</u> |
|---|-----------------------|-----------------------------------|-------------------------|
| Linton's Managed Services, Inc. Conshohocken, PA. | 2 | \$1,300,972 (1) | 1 |
| Nutrition Management Services Co. Kimberton, PA | 1 | \$1,569,549 (2) | 2 |

AWARD:

Linton's Managed Services, Inc.
Conshohocken, PA

INCUMBENT:

Same;
(4/21/98 - 12/18/2003; \$2,097,973)

FUND SOURCE:

47% Gen.; 21% Spec. (Cafeteria Income from Kent County Inpatient Alcohol and Drug Rehabilitation Program); 32% Reimb.(DJS will provide funds to MHA via a reimbursable budget amendment to pay for services provided to DJS clients)

APPROP. CODE:

M00L1201

AMOUNTS:

\$1,300,972 NTE (3 Years; Base Contract)
\$ 461,370 NTE (1 Year; 1st Renewal Opt.)
\$ 476,632 NTE (1 Year; 2nd Renewal Opt.)
\$2,238,974 NTE Total (5 Years; see Requesting Agency Remarks below)

PERFORMANCE BOND:

None

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 4-S (Cont)

REQUESTING AGENCY REMARKS: A notice of the availability of the Request For Proposals (RFP) was advertised in the *Maryland Contract Weekly*. Copies of the solicitation notice were mailed directly to 32 prospective vendors, 13 of which were Maryland firms, and included 9 MBEs. A copy was also sent to the Governor's Office of Minority Affairs. There is no MBE goal established for this contract. This is because there are no sub-contracting opportunities for this contract.

Two potential offerors attended the Pre-Proposal Conference. The Department anticipated a low response due to three factors: (1) the location of the facilities involved on the Eastern Shore; (2) the fact that providing these services is not a lucrative business because it is low margin; and (3) historically (since the opening of the Center in 1980), it has never had more than three offers (and sometimes only one offer for this contract).

Two offerors responded to the RFP. The Evaluation Committee reviewed the two proposals against the evaluation criteria in the areas of technical expertise and financial considerations. Although the recommended incumbent offeror had a slightly lower technical ranking, the 20% additional cost associated with selecting the number 1 ranked offeror was not justified and Linton's Managed Services, Inc. ("Linton's"), is recommended for award.

Linton's has done a good job for the last five years. The longevity of the incumbent's service at the facility and the fact that they also have other accounts of similar size provides the facility with insight with respect to its performance. The financial proposal is also within the budget for these services.

Financial factors were evaluated based upon a financial model used in the RFP for evaluation purposes. The *Award Amount* above is an estimated NTE amount based on the anticipated amount of purchases for services under this contract. Since this is an indefinite quantity, fixed unit price contract, the contractor will be paid only for the services actually provided based on the daily patient census and the fixed unit-prices in the contract (this contract sets firm fixed prices per resident/patient, per day).

The Office of the State Comptroller has verified, under Control Number 03-1803-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 4-S (Cont)

The contractor is **not** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

By approving this contract, the Board grants DBM the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a DBM PAAR.

Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 5-S **Agency Contact:** Suzanne Meltzer (410) 230-8789

DEPARTMENT: Maryland State Lottery (MSLA)

PROGRAM: Product Development

The MSLA's Product Development Program is responsible for the overall development of the Lottery's on-line and instant products.

CONTRACT NO. & TITLE: #2004-07;
Airplane Flights for Lottery
Prizes from Baltimore-Washington International
(BWI) Airport to London

ADPICS DOCUMENT ID NUMBER: E75B4200004

DESCRIPTION: Contract to purchase up to 100 pairs of first
class, non-stop round trip flights from BWI to London as prizes for an instant ticket
lottery game.

TERM: 12/3/2003 - 3/31/2005

PROCUREMENT METHOD: Sole Source

AWARD: British Airways Public Limited Corporation
Jackson Heights, NY

INCUMBENT: None

FUND SOURCE: 100% Spec. (Lottery Proceeds)

APPROP. CODE: E75D0001

AMOUNT: \$1,150,000 NTE (1 Year, 4 Months)

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 5-S (Cont)

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: The Lottery in cooperation with BWI Airport and the Maryland Department of Transportation seeks to launch a new instant ticket lottery game in January 2004. In addition to cash prizes, prizes for the game will include first-class, non-stop, round trip flights for two from BWI to London.

The Lottery desires to purchase up to 100 pairs of such airplane flights from BWI to London via British Airways for this game. The purchase price for a pair of first-class, non-stop round trip airline flights is \$11,222.00 plus airport fees and taxes of \$278.00. The \$1,150,000 award is a Not-To-Exceed (NTE) amount of the contract. This amount will be paid to the contractor if all of the prizes are claimed and the airplane flights are used. The Lottery will only pay the contractor for the actual airline flights that are claimed as prizes by the winners of the game and the flights are used.

The recommended contractor is the only airline that provides first-class, non-stop round trip flights from BWI to London.

The Office of the State Comptroller has verified, under Control Number 03-2226-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is not** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 5-S (Cont)

Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 6-S **Agency Contact:** Jane Bailey (410) 767-7072

DEPARTMENT: Human Resources (DHR)

PROGRAM: Community Services Administration (CSA)
Office of Community Initiatives (OCI)
Displaced Homemakers Program (DHP)

DHR's CSA Program provides resources and direction to promote high quality, community-based services to assist disadvantaged and vulnerable individuals and families to meet their basic needs, integrate into them into the community and achieve economic independence. DHP provides support services to individuals age 35 and older, who have experienced a loss of income due to separation; divorce; or death or disability of the income providing family member. DHP support services include career and life management counseling; information and referral to other services; career path intensive workshops; information workshops; discussion and support groups; job training; job development activities; and job placement.

CONTRACT NO'S & TITLES: See Attachment 1;
Displaced Homemakers Program

ADPICS DOCUMENT ID NUMBERS: See Attachment 1

DESCRIPTION: **Multiple award contract to four vendors to provide support services to individuals identified as a Displaced Homemaker. Services will be provided to an estimated 2,125 individuals by the four vendors.**

TERM: 12/4/2003 - 12/3/2006 (W/2 one-year
renewal options)

PROCUREMENT METHOD: Competitive Sealed Proposals

BIDS OR PROPOSALS: See Attachment 1

AWARDS: See Attachment 1

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 6-S (Cont)

INCUMBENTS: See Attachment 2

FUND SOURCE: 100% Gen.

APPROP. CODE: N00C0111

AMOUNTS: *Grand Totals (for four contracts)*

\$1,291,938 (3 years; Base Contract)
\$ 430,646 (1 Year; 1st Renewal Option)
\$ 430,646 (1 Year; 2nd Renewal Option)
\$2,153,230 Grand Total (5 Years; see
Attachment 1 for details by
contractor)

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: A notice of availability of the Request for Proposals (RFP) was advertised in the *Maryland Contract Weekly*. Copies of the Solicitation notice were mailed directly to 246 prospective offerors, all of which were Maryland firms and 19 of which were MBEs. A copy was also sent to the Governor's Office of Minority Affairs. An MBE subcontracting goal of 4% of the total contract dollar amount was established for this procurement.

A total of 17 proposals were received in response to this solicitation. All proposals were deemed reasonably susceptible of being selected for award, however, only 9 are recommended for award, and 4 are being submitted for Board approval. Of the 5 remaining contracts, 2 have been approved by DBM and 3 have been approved under DHR's delegated authority and are with governmental agencies and are exempt from the approval authority of DBM and the BPW.

All offerors have met or exceeded the 4% MBE goal. The MBE subcontractors for the Board items are KC Forms of Bel Air, MD; Custom Modeling & Graphics Studio, Inc. of Salisbury, MD; HCD International of Largo, MD; and KD Lions, Inc., of Bowie, MD.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 6-S (Cont)

The purpose of this contract is to provide support services to individuals age 35 and older who have experienced a loss of income due to separation, divorce, death, or disability of the income providing family member, or the individual has received Federal, State, or local government assistance as the parent or specified relative of a dependent child receiving Temporary Cash Assistance.

The four contracts requesting BPW approval in this Agenda Item will provide support services to an estimated 2,125 individuals. The remaining five contracts will provide support services to an additional 2,651 individuals (total of all nine contracts is 4,776 individuals). Services include career and life management counseling; information and referral to other services; career path intensive workshops; information workshops; discussion and support groups; job training; job development activities; and job placement.

The RFP established a goal of awarding at least one contract to the most advantageous, qualified offeror in each of the following 5 regions:

1. Region A - Metro - Anne Arundel, and Baltimore Counties and Baltimore City.
2. Region B - Southern Maryland - Calvert, Charles, Montgomery, Prince Georges' and St. Mary's Counties.
3. Region C - Western/Central Maryland - Allegany, Carroll, Cecil, Frederick, Garrett, Harford, Howard, and Washington Counties.
4. Region D - Lower Eastern Shore - Somerset, Wicomico and Worcester.
5. Region E - Upper Eastern Shore - Caroline, Dorchester, Kent, Queen Anne's and Talbot.

Of the nine contracts to be awarded, three are recommended for award in Region A, two in Region B, two in Region C, one in Region D, and one in Region E.

The Office of the State Comptroller has verified, under the Control Numbers in Attachment 1, that the recommended contractors have no known deficiencies in the payments of their Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractors are appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractors are all resident businesses under the guidelines of BPW Advisory P-003-95 Revised.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 6-S (Cont)

DBM REMARKS: Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

By approving this contract, the Board grants DBM the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a DBM PAAR.

Approval recommended.

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

APPROVED

DISAPPROVED

WITH DISCUSSION

DEFERRED

WITHOUT DISCUSSION

WITHDRAWN

BIDS OR PROPOSALS (Cont):*Region A*

| <u>Offeror/Awardee</u> | <u>Technical Rank</u> | <u>Financial Rank</u> | <u>Overall Rank</u> | <u>Number of Participants</u> | <u>Unit Cost</u> | <u>Amount</u> | <u>MBE</u> |
|---|-----------------------|-----------------------|---------------------|-------------------------------|------------------|---------------|------------|
| Community College of Baltimore County Baltimore, MD *** Contract Number CSA-DHP-04-001 | 1 | 1 | 1 | 1,000 | \$574.71 | \$ 574,715 | No |
| Maryland New Directions, Inc. Baltimore, MD* Comptroller #: 03-2065-0110 Adpics ID #: N00B4200326 Contract Number CSA-DHP-04-003 | 2 | 2 | 2 | 925 | \$960.10 | \$ 888,095 | No |
| Anne Arundel Community College *** Arnold, MD Contract Number CSA-DHP-04-002 | 3 | 3 | 3 | 610 | \$1,241.30 | \$ 757,195 | No |
| Civic Works Baltimore, MD | 4 | 4 | 4 | 555 | \$5,819.88 | \$3,230,035 | No |
| <i>Total Clients and \$ Awards for Region A</i> | | | | 2,535 | | \$2,220,005 | |

Notes:

* **Board of Public Works Approval**

** Dept. of Budget of Management Approval

*** Exempt from DBM/BPW Approval

Asterisk (s) denotes Vendor was recommended for award. Technical factors had greater weight than financial factors in the overall award determination.

BIDS OR PROPOSALS (Cont):*Region B*

| Offeror/Awardee | Technical Rank | Financial Rank | Overall Rank | Number of Participants | Unit Cost | Amount | MBE |
|---|----------------|----------------|--------------|------------------------|-----------|-----------|-----|
| United Communities Against Poverty Capitol Heights, MD *Comptroller #: 03-2238-1100 Adpics ID #: N00B4200325 Contract Number CSA-DHP-04-005 | 2 | 1 | 1 | 450 | \$700 | \$315,000 | No |

| | | | | | | | |
|----------------------------------|---|---|---|-----|------------|-----------|----|
| The Training Source, Inc. | 1 | 4 | 2 | 210 | \$2,342.90 | \$492,010 | No |
|----------------------------------|---|---|---|-----|------------|-----------|----|

Seat Pleasant, MD *
Comptroller #: 03-2066-0110
Adpics ID: N00B4200323

Contract Number CSA-DHP-04-004

| | | | | | | | |
|--|---|---|---|-----|------------|-----------|----|
| Montgomery County Commission For Women Rockville, MD | 3 | 3 | 3 | 875 | \$1,118.46 | \$978,651 | No |
|--|---|---|---|-----|------------|-----------|----|

| | | | | | | | |
|-------------------------------------|---|---|---|-----|----------|-----------|----|
| College of Southern Maryland | 4 | 2 | 4 | 400 | \$923.71 | \$369,485 | No |
|-------------------------------------|---|---|---|-----|----------|-----------|----|

Notes:

* **Board of Public Works Approval**

** Dept. of Budget of Management Approval

*** Exempt from DBM/BPW Approval

Asterisk (s) denotes Vendor was recommended for award. Technical factors had greater weight than financial factors in the overall award determination.

BIDS OR PROPOSALS (Cont):*Region C*

| <u>Offeror/Awardee</u> | <u>Technical Rank</u> | <u>Financial Rank</u> | <u>Overall Rank</u> | <u>Number of Participants</u> | <u>Unit Cost</u> | <u>Amount</u> | <u>MBE No</u> |
|---|-----------------------|-----------------------|---------------------|-------------------------------|------------------|---------------|---------------|
| CASA ** Hagerstown, MD Contract Number CSA-DHP-04-006 | 1 | 1 | 1 | 425 | \$265.48 | \$112,830 | No |
| Open Doors Career Center, Inc. Bel Air, MD ** Contract Number CSA-DHP-04-007 | 2 | 2 | 2 | 411 | \$479.18 | \$196,945 | No |
| Carroll Community College Westminster, MD | 3 | 4 | 3 | 425 | \$972.38 | \$413,262 | No |
| Allegany Co. Human Resources Development Commissions, Inc. Cumberland, MD | 4 | 6 | 4 | 300 | \$2,891.91 | \$867,574 | No |
| Howard Community College Columbia, MD | 5 | 3 | 5 | 235 | \$836.70 | \$196,625 | No |
| Garrett College McHenry, MD | 6 | 5 | 6 | 115 | \$1,318.09 | \$151,580 | No |
| <i>Total Clients and \$ Awards for Region C</i> | | | | 836 | | \$309,775 | |

Notes:* **Board of Public Works Approval**

** Dept. of Budget of Management Approval

*** Exempt from DBM/BPW Approval

Asterisk (s) denotes Vendor was recommended for award. Technical factors had greater weight than financial factors in the overall award determination.

BIDS OR PROPOSALS (Cont):*Region D*

| <u>Offeror/Awardee</u> | <u>Technical Rank</u> | <u>Financial Rank</u> | <u>Overall Rank</u> | <u>Number of Participants</u> | <u>Unit Cost</u> | <u>Amount</u> | <u>MBE</u> |
|--|-----------------------|-----------------------|---------------------|-------------------------------|------------------|---------------|------------|
| Quality Staffing Services, Inc. Salisbury, MD *Comptroller #: 03-2068-0111 Adpics ID #: N00B4200327 Contract Number CSA-DHP-04-008 | 1 | 2 | 1 | 540 | \$848.38 | \$458,125 | Yes |
| Shore Up, Inc. Salisbury, MD | 2 | 1 | 2 | 600 | \$716.36 | \$429,815 | Yes |
| <i>Total Clients and \$ Awards for Region D</i> | | | | 540 | | \$458,125 | |

Notes:* **Board of Public Works Approval**

** Dept. of Budget of Management Approval

*** Exempt from DBM/BPW Approval

Asterisk (s) denotes Vendor was recommended for award. Technical factors had greater weight than financial factors in the overall award determination.

BIDS OR PROPOSALS (Cont):*Region E*

| <u>Offeror/Awardee</u> | <u>Technical Rank</u> | <u>Financial Rank</u> | <u>Overall Rank</u> | <u>Number of Participants</u> | <u>Unit Cost</u> | <u>Amount</u> | <u>MBE</u> |
|--|-----------------------|-----------------------|---------------------|-------------------------------|------------------|--------------------|------------|
| Chesapeake College Wye Mills, MD *** Contract Number CSA-DHP-04-009 | 1 | 1 | 1 | 205 | \$1,829.26 | \$ 375,000 | No |
| <i>Total Clients and \$ Awards for Region E</i> | | | | 205 | | \$ 375,000 | |
| Grand Total Clients and \$ Awards for All Regions Requiring BPW Approval | | | | <u>2,125</u> | | \$2,153,230 | |
| Grand Total Clients and \$ Awards for All Regions | | | | <u>4,776</u> | | <u>\$4,169,915</u> | |

Notes:* **Board of Public Works Approval**

** Dept. of Budget of Management Approval

*** Exempt from DBM/BPW Approval

Asterisk (s) denotes Vendor was recommended for award. Technical factors had greater weight than financial factors in the overall award determination.

INCUMBENTS (Cont):

| <u>Vendor</u> | <u>Term</u> | <u>Amount</u> |
|--|---------------------|---------------|
| Community College of Baltimore County Baltimore, MD | 8/1/99-9/30/2003 | \$ 575,240 |
| Maryland New Directions, Inc. Baltimore, MD | 8/1/99-11/30/2002 | \$ 720,476 |
| Anne Arundel Community College Arnold, MD | 5/15/2003-9/30/2003 | \$ 75,000 |
| College of Southern Maryland LaPlata, MD | 8/1/99-9/30/2003 | \$ 258,393 |
| Montgomery County Commission For Women Rockville, MD | 8/1/99-9/30/2003 | \$ 569,430 |
| The Training Source Seat Pleasant, MD | 8/1/99-6/30/2003 | \$ 133,024 |
| United Communities Against Poverty Capitol Heights, MD | 8/1/99-11/30/2002 | \$ 182,806 |
| Carroll Community College Westminster, MD | 8/1/99-9/30/2003 | \$ 279,865 |
| CASA, Inc. Hagerstown, MD | 8/1/99-9/30/2003 | \$ 93,096 |
| Garrett College McHenry, MD | 8/1/99-9/30/2003 | \$ 64,144 |
| Howard Community College Columbia, MD | 8/1/99-9/30/2003 | \$ 76,002 |

ITEM: 6-S (Cont)

ATTACHMENT 2 (Cont)

32B
BPW 12/3/2003

INCUMBENTS:

| <u>Vendor</u> | <u>Term</u> | <u>Amount</u> |
|--|-------------------|-------------------------|
| Open Doors Career Center Bel Air, MD | 8/1/99-6/30/2003 | \$ 155,150 |
| Shore Up Salisbury, MD | 8/1/99-11/30/2002 | \$ 287,162 |
| Chesapeake College Wye Mills, MD | 8/1/99-9/30/2003 | \$ 279,311 |
| | | <hr/> \$3,749,099 Total |

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 7-S **Agency Contact:** Jane Bailey (410) 767-7072
DEPARTMENT: Human Resources (DHR)
PROGRAM: Local Departments of Social Services Operations
Foster Care Maintenance Payments Program

DHR's Foster Care Maintenance Payments Program enables Maryland children who cannot remain in the care of their parents, legal guardians, or caretakers to receive care in alternate settings. In addition, DHR's local departments of social services provide services to families of children in foster care to facilitate stabilization and reintegration of the child back into the family when it is in the best interest of the child and facilitates the achievement of a permanent family situation for a child who is placed in foster care. The Program includes payments to foster family homes, group homes and residential facilities for neglected or dependent children and financial subsidies paid on behalf of special needs children when adoption without a subsidy has not proven feasible.

CONTRACT NO. & TITLE: SSA/RFA 04-010;

Foster Care Maintenance Payments

ADPICS DOCUMENT ID NUMBER: N00B4200282

DESCRIPTION: Request for retroactive approval of appropriated FY 2004 through 2006 funds for a contract to one vendor for 11 residential foster care clients (see Requesting Agency Remarks below).

TERM: 7/1/2003 - 6/30/2006

PROCUREMENT METHOD: Non-competitive Negotiated Procurement of Human, Social or Educational Services (See Requesting Agency Remarks below)

BIDS OR PROPOSALS: N/A

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 7-S (Cont)

AWARD: **AT&T Counseling Consultants, Inc.**
Baltimore, MD
(See Requesting Agency Remarks below)

INCUMBENT: Same

FUND SOURCE: 66% Gen.; 34% Fed. (Title IV-E)

APPROP. CODE: N00G0001

AMOUNT: **\$2,038,993 NTE (3 Years)**
(\$1,345,735 Gen.; \$693,258 Fed.;)

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: This Agenda Item is a continuation of BPW Agenda Item 5-S of 6/4/2003 where the Board approved 155 foster care contracts for 4,231 clients for FY 2004 through FY 2006 (3 Fiscal Years). This Agenda Item requests the Board's retroactive approval of a Residential Foster Care (RFC) contract, serving 11 additional foster care clients, for a period of 3 years. The retroactive portion of the contract is from 7/1/2003 through 12/3/2003. The contract term is for three full fiscal years, retroactive to July 1, 2003.

Due to an administrative error on the part of DHR, it inadvertently failed to include this contract with the 155 other contracts presented to the BPW in June, 2003. The Social Services Administration (SSA) has now developed guidelines to ensure that appropriate safeguards are established to prevent a re-occurrence of this situation where a contract has lapsed.

RFC programs are defined in COMAR 01.04.04.03B(17)(a) as "an entity that provides for children 24-hours-per-day care within a structured set of services and activities" This additional contract is needed to add a program designed specifically for the needs of adolescent males with severe and profound emotional/behavioral issues. This is a category of foster children for which DHR does not currently have enough program resources to serve their highly specialized needs.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 7-S (Cont)

The Interagency Rates Committee (IRC) sets standardized rates for foster care services to be utilized by all State agencies providing these services. These rates are generally not finalized until June of each year. Accordingly, DHR is presenting this contract utilizing estimated rates for the award amount.

The award amount was estimated utilizing FY 2004 annual rates approved by the IRC in June 2003 (for FY 2004), increasing them by 6.5% for FY 2005, and then adding an additional 6.5% on top of that for FY 2006. The percentages of increase used in making this award estimate were selected in order to encompass any possible percentage of increase the IRC might actually select in the next two fiscal years.

In practice, the IRC awards rate increases well within these percentages. The rate page of each contract limits the amount that can be paid to each vendor. The Not-to-Exceed (NTE) total is incorporated by reference in the rate pages of the contract.

The award amount of \$2,038,993 assumes that each slot purchased will be occupied by a child 365 days during each of the fiscal years covered by this contract. Based on history, this is unlikely to occur. This contract, as well as the contracts previously presented to the Board, are reimbursement contracts. This vendor is paid solely for the actual children placed with it during the year, and then only based on the actual number of days each child is with this vendor.

The service provider in this request was obtained through a non-competitive negotiation process. The procurement law provides for procuring certain human, social and educational services under the State Finance and Procurement article Section 13-106 and COMAR 21.14.01.03G (Non-Competitive Negotiated Procurement of Human, Social or Educational Services).

The Governor's Office For Children, Youth and Families (GOCYF) is the single point of entry for private providers interested in supplying care under approved negotiated rates for youth of the various State agencies. These providers have rates that have been approved by the IRC.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 7-S (Cont)

Procurement with these service providers has complied with the Law's requirement for Non-Competitive Negotiated Procurement of Human, Social or Educational Services. In accordance with COMAR 21.14.01.04, below are reasons for this method of procurement:

DHR's Procurement Officer and Secretary have determined that although there are several potential service providers, the demand for providers exceeds the supply, thus making the Competitive Sealed Proposals procurement method for these services inappropriate.

The services are for group and treatment foster care and the licensing standards are found in COMAR 07.02.11; 07.02.13; 07.02.21; and 07.02.23.

Neither DHR nor GOCYF, on behalf of the Sub-cabinet, has the facilities or personnel to provide this type of service for approximately 4,264 youth (includes the additional 11 to be placed under these contracts) committed to DHR. Therefore, it is in the best interest of the State that DHR contracts for these services.

COMAR 21.14.01.04C requires that DHR give a public notice of its general requirements for these services through a Request for Expressions of Interest (REI). An REI for the current contracts was published in the *Contract Weekly* on January 19, 2003, and solicitation notices were published in *The Baltimore Sun* on January 19, 2003 and January 26, 2003, in accordance with COMAR 21.14.01.04C. Of the seven responses, five were from current vendors who had neither the proper licensing nor a pending application before the IRC for a rate.

The recommended contractor, AT&T Counseling Consultants, Inc., is not affiliated with the AT&T Corporation. "AT&T" stands for "Adolescent Treatment and Training", which is the focus of the vendor's program of services.

The Office of the State Comptroller has verified, under Control Number 03-1929-0000, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 7-S (Cont)

DBM REMARKS: Retroactive approval requested pursuant to
11-204(c) State Finance & Procurement Article.

Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 8-S **Agency Contact:** Jane Bailey (410) 767-7072
DEPARTMENT: Human Resources (DHR)
PROGRAM: Local Departments of Social Services Operations
Foster Care Maintenance Payments Program

The Foster Care Maintenance Payments Program (“Foster Care”) enables Maryland children who cannot remain in the care of their parents, legal guardians, or caretakers to receive care in alternate settings. In addition, the DHR local departments of social services provide services to the families of children in foster care to facilitate stabilization and reintegration of the child back into the family when it is in the best interest of the child and facilitates the achievement of a permanent family situation for a child who is placed in Foster Care. Foster Care includes payments to foster family homes, group homes, and residential facilities for neglected or dependent children and financial subsidies paid on behalf of special needs children when adoption without a subsidy has not proven feasible.

CONTRACT NO. & TITLE: SSA/IND-04-001;
Foster Care Maintenance Payments
ADPICS DOCUMENT ID NUMBER: N00B4200317
DESCRIPTION: Contract for residential and treatment
foster care services for a minor child in the custody of the Baltimore City Department of
Social Services.
TERM: 1/1/2004 - 12/31/2004
PROCUREMENT METHOD: Sole Source (Continuity of Care)
BIDS OR PROPOSALS: N/A
AWARDS: Mid-Atlantic Human Service Corporation
Pikesville, MD

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 8-S (Cont)

INCUMBENTS: Same;
(1/1/2003 - 12/31/2003; \$218,022)

FUND SOURCE: 50% Gen.; 50% Fed (Title IV-E)

APPROP. CODE: N00G0001

AMOUNT: **\$221,962** NTE (1 Year)
(\$110,981 Gen.; \$110,981 Fed)

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: COMAR 21.14.01.06C states that sole source procurement is appropriate in order to provide continuity of care. This contract continues the provision of residential and treatment Foster Care by the incumbent contractor, Mid-Atlantic Human Service Corporation ("Mid-Atlantic") for a minor male child with Huntington's disease and multiple disabling conditions. This care was ordered by the Circuit Court for Baltimore City.

The individual's unique medical condition limits the number of in-State vendors that can adequately meet his needs. Mid-Atlantic is the only in-State contractor capable of meeting this individual's needs as it has been serving him since December 19, 2000. The only other vendor known to be able to serve his needs is located in the state of Wisconsin; locating him with that facility would not serve the goal of keeping him in close contact with his relatives.

The Office of the State Comptroller has verified, under Control Number 03-2218-1110, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 revised.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 8-S (Cont)

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 9-S

Agency Contact: Jane Bailey (410) 767-7072

DEPARTMENT:

Human Resources (DHR)

PROGRAM:

Child Support Enforcement Administration (CSEA)

DHR's CSEA was established under Title IV-D of the Federal Social Security Act to provide child support services to recipients of Temporary Cash Assistance (TCA), Foster Care (FC), and Non-Public Assistance Medical Assistance (NPA-MA) benefits. In addition, CSEA provides child support services to persons not receiving assistance (Non-TCA), who apply and pay the required application fee.

CONTRACT NO. & TITLE:

CSEA/PR-04-001;
Privatization of Child Support Services in
Baltimore City and Queen Anne's County

ADPICS DOCUMENT ID NUMBER:

N00B4200348

DESCRIPTION:

range of child support services to include location of non-custodial parents; establishment of paternity; establishment and enforcement of child and medical support obligations; decentralized collections; and review and adjustment of child support obligations.

TERM:

1/1/2004 - 3/31/2008 (W/2 one-year
renewal options)

PROCUREMENT METHOD:

Competitive Sealed Proposals

BIDS OR PROPOSALS:

See Attachment

AWARD:

Policy Studies, Inc.
Denver, CO

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 9-S (Cont)

INCUMBENT:

MAXIMUS, Inc.
Reston, VA
(Local Office in Landover, MD)
(11/1/2002 - 12/31/2003; \$14,555,594)

FUND SOURCE:

34% Gen; 66% Fed. (Title IV-D)

APPROP. CODE:

N00H0008

AMOUNTS:

\$42,228,368 (4 Years, 3 Months; Base Contract)
\$ 8,390,580 (1 Year; 1st Renewal Option)
\$ 8,066,557 (1 Year; 2nd renewal Option)
\$58,685,505 Total (6 Years, 3 Months; see Requesting Agency Remarks below)
(\$19,953,071 Gen.; \$38,732,434 Fed.)

PERFORMANCE BOND:

None

REQUESTING AGENCY REMARKS: A notice of the availability of the Request For Proposals (RFP) was advertised in the *Maryland Contract Weekly*. Copies of the solicitation notice were mailed directly to 54 prospective vendors, 36 of which were Maryland firms, and included 39 MBE's. A copy was also sent to the Governor's Office of Minority Affairs. There is a 25% MBE goal established for this contract. The MBE goal is being met by sub-contracting with seven vendors (see Backup).

A total of two proposals were received. Both proposals were deemed reasonably susceptible of being selected for award. Due to the unique nature of this project, only two vendors submitted proposals each of the last three times that offers were solicited for this work.

This work includes operating a child support enforcement program in a large urban setting and a small rural county consisting of a combined caseload of 126,000 and a staff of upwards of 246 individuals. This project is the largest of its kind in the nation. Two other privatization projects have caseloads that are significantly smaller. One is 37% the size of Baltimore City and Queen Anne's County and the second is 27% as large.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 9-S (Cont)

The Maryland Annotated Code, Family Law, §10-119.1 established a Child Support Enforcement Privatization Pilot Program (“Program”) in Baltimore City and Queen Anne’s County for a three year period, beginning November 1, 1996. During the 1999 Legislative Session, the enactment of House Bill 1059 extended the program for an additional three-year period, beginning on November 1, 1999 and ending October 31, 2002.

During the 2003 Legislative Session, the enactment of House Bill 564 re-established the Program for a six-year, three-month period beginning July 1, 2003 and ending September 30, 2009, requiring the Department to enter into a four-year base contract with two one-year renewal options. The FY 2003 Budget Bill approved during the 2002 Legislative Session included language requiring the FY 2003 “*appropriation made for the purpose of child support enforcement in Baltimore City and Queen Anne’s County Program may only be expended pursuant to a contract with a private vendor to perform this responsibility*”.

The purpose of this contract is to continue to provide these services for the period January 1, 2004 through March 31, 2008 and potentially to March 31, 2010 if the two one-year renewal options are exercised.

The award amount of the prior contract with the incumbent for these services in Baltimore City and Queen Anne’s County was based on a fixed Not-To-Exceed (NTE) amount and covered both jurisdictions. In the prior contract the State paid for only the actual invoiced personnel and non-personnel costs to perform the services requested in the RFP. In this proposed contract, the award amount is based on a fixed percentage of disbursed child support payments. The percentage is different for each of the two jurisdictions.

This contract is supported by Federal Title IV-D funds. Under COMAR 07.07.14, the Child Support Privatization Pilot is established, along with conditions for operating the Program.

The *Award Amount* is different from the *Offer Amount* as shown in the Attachment under *Bids or Proposals*. The *Award Amount* of the base contract and the two renewal options includes the maximum available incentives the contractor is eligible to earn upon achieving disbursed collection and performance measurement goals.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 9-S (Cont)

This item appeared as Item 8-S on the DBM BPW Agenda of 6/18/2003 and was withdrawn due to a bid protest filed by the incumbent contractor. The bid protest was denied by the Department. However the vendor filed an appeal of the denial of the bid protest to the Maryland State Board of Contract Appeals (MSBCA). In order to provide time for the MSBCA to review the appeal, the existing contract with the incumbent was extended 6 months (for the period 7/1/2003 - 12/31/2003), on 6/18/2003 (see DBM BPW Agenda Item 43-S-MOD).

The MSBCA has reviewed the merits of the bid protest. A determination was made that the Department awarded the contract properly to the recommended contractor.

The Office of the State Comptroller has verified, under Control Number 03-1193-1111 that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is not** a resident business under the guidelines of BPW Advisory P-003-95.

DBM REMARKS: Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

By approving this contract, the Board grants DBM the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a DBM PAAR. Approval recommended.

Note: This Item appeared as Item 8-S on the DBM BPW Agenda of 6/18/2003 and was withdrawn due to a bid protest.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION ✓

WITHOUT DISCUSSION

BIDS OR PROPOSALS (Cont):

| | <u>Tech. Rank</u> | <u>Finan. Offer* (Rank)</u> | <u>Overall Rank</u> |
|--|-----------------------|---------------------------------|-------------------------|
| Policy Studies, Inc. Denver, CO | 1 | \$56,285,505 (1) | 1 |
| MAXIMUS, Inc. Reston, VA (Local Office in Landover, MD) | 2 | \$56,776,979 (2) | 2 |

*The amount of financial offer is a fixed price based on percent of child support payments. The financial offer includes the base contract period plus the two option renewal periods. The financial offer *does not* include the amount of incentive payments that the contractor is eligible to earn based on achieving disbursed collection and performance measure goals.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: 10-S **Agency Contact:** Jane Bailey (410) 767-7567

DEPARTMENT: Human Resources (DHR)
Harford County Department of Social Services
(HCDSS)

PROGRAM: Child Welfare Services (CWS)

DHR's CWS Program provides services that prevent or remedy neglect, abuse, or exploitation of children; preserves, rehabilitates or reunites families; helps children to begin or continue to improve their well-being; and prevents children from having to enter out-of-home care when services can enable them to remain safely in their own homes. When required, legal representation services for HCDSS are also provided in child welfare cases.

CONTRACT NO. & TITLE: HADSS/SSA-04-001;
Legal Representation Services

ADPICS DOCUMENT ID NUMBER: N00B4200320

DESCRIPTION: Contract to provide legal representation services for the Harford County Department of Social Services (HCDSS) before the Courts of Harford County with a focus on representing HCDSS in child welfare cases.

TERM: 1/1/2004 - 12/31/2004 (W/2 one-year
renewal options)

PROCUREMENT METHOD: Competitive Sealed Proposals

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 10-S (Cont)

BIDS OR PROPOSALS:

| | <u>Tech. Rank</u> | <u>Financial Offer (Rank)</u> | <u>Overall Rank</u> |
|---|-----------------------|-----------------------------------|-------------------------|
| Wilbur Bolton, III (Bolton & Kearney, P.A.) Bel Air, MD | 1 | \$331,348 (1) | 1 |
| James Close (Law Offices of James Close, P.A.) Bel Air, MD | 2 | \$424,105 (2) | 2 |

AWARD:

Wilbur W. Bolton, III
(Bolton & Kearney, P.A.)
Bel Air, MD

INCUMBENT:

Same;
(10/1/2000 - **12/31/2003**; **\$318,195**)

FUND SOURCE:

71.1% Gen.; 28.9% Fed. (Title IV-E)

APPROP. CODE:

N00G0003

AMOUNTS:

\$102,774 (1 Year; Base Contract)
\$110,220 (1 Year; 1st Renewal Option)
\$118,355 (1 Year; 2nd Renewal Option)
\$331,349 Total (3 Years)
(\$235,589 Gen.; \$95,760 Fed.)

PERFORMANCE BOND:

None

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 10-S (Cont)

REQUESTING AGENCY REMARKS: A notice of the availability of the Request For Proposals (RFP) was advertised in the *Maryland Contract Weekly*. Copies of the solicitation notice were mailed directly to 63 prospective vendors, 29 of which were Maryland firms, and included 34 MBEs. A copy was also sent to the Governor's Office of Minority Affairs.

There is a 5% MBE goal established for this contract. It will be met by the provision of office supplies and computer support (Etta Service Company, Joppa, MD and RGH Enterprises respectively Baltimore, MD).

An evaluation committee, consisting of agency staff and an attorney from the Harford County Law Department evaluated each of the technical proposals. The most important technical evaluation factor was the offeror's experience and the experience of support staff.

Award is recommended to Wilbur W. Bolton, III, the incumbent. This responsible offeror's proposal was determined to be the most advantageous to the State, considering the price and evaluation factors set forth in the RFP. This vendor was ranked first technically and submitted the lowest cost offer.

The selected offeror has provided legal services to HCDSS for 17 years; first under the auspices of the Harford County Law Department and then, beginning in 1994, under contract directly with HCDSS. This attorney has successfully represented HCDSS before the Courts of Harford County during his entire tenure with HCDSS.

The Office of the State Comptroller has verified, under Control Number 03-1743-0111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 10-S (Cont)

By approving this contract, the Board grants DBM the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a DBM PAAR.

Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN 

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

INFORMATION TECHNOLOGY CONTRACT

ITEM: 11-IT **Agency Contact:** Wilson H. Parran (410) 585-3104

DEPARTMENT: Public Safety & Correctional Services (DPSCS)

PROGRAM: Information Technology & Communications
Division (IT&CD)

DPSCS' IT&CD is responsible for the operation of the Criminal Justice Information System (CJIS) and the CJIS Central Repository. The major responsibilities of IT&CD are to provide computerized information processing services to DPSCS and accurate and timely criminal justice information to all Maryland criminal justice agencies.

CONTRACT NO. & TITLE: DPSCS IT&CD 2004-06;
Compuware Software Maintenance Support

ADPICS DOCUMENT ID NUMBER: Q00B4200102

DESCRIPTION: Contract for maintenance of Compuware Corporation's ("Compuware") software located on the IBM Mainframe at the DPSCS Data Center. There are 18 Compuware software products included in this contract.

TERM: 12/3/2003 - 12/2/2004 (No renewal options)

PROCUREMENT METHOD: Sole Source

BIDS OR PROPOSALS: N/A

AWARD: Compuware Corporation
McLean, VA

INCUMBENT: Same;
See Requesting Agency Remarks below

FUND SOURCE: 100 % Gen. **APPROP. CODE:** Q00A0102

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 11-IT (Cont)

AMOUNT: **\$142,780 (1 Year)**

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: Compuware is the developer of and has proprietary rights to this software. There is no other available source to meet the Department's requirements. The software products are essential to the efficient operation of DPSCS' Data Center IBM Mainframe computer system.

The Department has numerous programs that support its correctional and law enforcement applications. These programs are a collection of COBOL batch and online programs. It is imperative to DPSCS that the integrity of these programs be maintained, along with reliable backups of them. The Department has continuously used the products from Compuware to accomplish this task since the 1980's.

The Department can reasonably ensure that all programs are reliable by using utility software products such as provided by Compuware to assist its programmers to "debug" and resolve coding issues as they arise. The Department has done this since the initial introduction of the COBOL language into DPSCS' Data Center many years ago. The Department needs to continue this practice of delivering program reliability to its users via the continued use of Compuware software products.

There are four main Compuware products (with 18 individual technical modules) that will be maintained under this contract:

1. Abend Aid/CICS and AbendAid/XLS - Ensures the availability of the online system, along with locating points of failure, both for online and batch programs (4 modules);
2. Xpediter/CICS, and Xpediter/TSO - Assists in the de-bugging of computer programs, both for online and batch programs (6 modules);
3. File-Aid for IMS, File-Aid for DB2, File-Aid/RDX, and File-Aid/CS - Assists programmers in creating test databases and correcting data errors (7 modules); and
4. QA Center 3270 - Assists programmers in thorough testing of programs to ensure proper execution (1 module).

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 11-IT (Cont)

The Office of the State Comptroller has verified, under Control Number 03-1895-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is not** a resident business under the guidelines of the BPW Advisory P-003-95 Revised.

DBM REMARKS:

Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

INFORMATION TECHNOLOGY CONTRACT

ITEM: 12-IT **Agency Contact:** Ellis Kitchen (410) 260-2994

DEPARTMENT: Budget and Management (DBM)

PROGRAM: Office Of Information Technology (OIT)
Telecommunications Division

DBM's OIT oversees the management and integration of Information Technology (IT) throughout the Executive branch of State government and has direct responsibility for the State's planning; policy formulation and implementation; and administration of all Statewide IT contracts. The OIT Telecommunications Division is responsible for coordinating and managing telecommunications based activities Statewide, including the acquisition, installation, maintenance and repair of the State's Wireless Communications Infrastructure.

CONTRACT NO & TITLE: 050B4800029;
Maryland Public Television (MPT) and
Maryland Public Safety Self Supporting
Radio/Microwave/Television Tower and
Equipment Shelter

ADPICS DOCUMENT ID NUMBER: 050B4800029

DESCRIPTION: Contract to purchase and install a fully functional Maryland Public Television broadcast/Maryland Public Safety wireless communications facility at the Maryland State Police southbound weigh scales, located along I-270 near Clarksburg in Montgomery County, MD.

TERM: 12/4/2003 - 6/4/2004

PROCUREMENT METHOD: Competitive Sealed Bidding

BIDS OR PROPOSALS: See Attachment

AWARD: Sabre Communications Corp.
Sioux City, IA

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 12-IT (Cont)

INCUMBENT: None

FUND SOURCE: 100% Capital (see Requesting Agency Remarks below)

APPROP. CODES: D05E0201 (Public Safety communications Project);
R15P0005 (MPT Capital Appropriation)
(see Requesting Agency Remarks below)

AMOUNT: \$1,012,228 (6 Months)

PERFORMANCE BOND: \$1,012,228

REQUESTING AGENCY REMARKS: A notice of the availability of the Invitation For Bids (IFB) was advertised in the *Maryland Contract Weekly*. Copies of the solicitation notice were mailed directly to 62 prospective vendors, 21 of which were Maryland firms, and included no MBEs. A copy was also sent to the Governor's Office of Minority Affairs.

There is a 5% MBE goal established for this contract. This goal is low because of the limited opportunity for sub-contracting. The tower and the shelter are purchased by the contractor from the manufacturer. Site preparation and related work are the only areas that have MBE sub-contracting opportunities. This goal will be met by CMF Inc., of Chester, MD. CMF will install a fence at the site and provide civil site preparation work.

Six bidders responded to the IFB. One bidder was rejected as being non-responsive for not meeting tower specifications as detailed in the IFB.

Sabre Communications Corporation ("Sabre") is the responsible and responsive bidder whose bid meets the requirements set forth in the IFB and has submitted the most favorable bid price, as indicated in the Attachment.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 12-IT (Cont)

Sabre will supply a fully functional Maryland Public Television broadcast/Maryland Public Safety wireless communications site consisting of:

- A 450 foot self-supporting tower with an associated concrete foundation;
- A 24x38x10 foot equipment shelter with associated concrete foundation and integrated 20x38 foot concrete porch;
- A 12x38x10 foot equipment shelter with associated concrete foundation;
- An emergency generator with fuel tank;
- Site improvements (including a fence);
- A site grounding system; and
- All appurtenant items and utilities necessary for operating a State and County wireless communications and microwave equipment facility.

The above facility is located at the Maryland State Police (MSP) southbound weigh scales along I-270 near Clarksburg in Montgomery County, MD.

As a Public Television Broadcaster, MPT is required by the Federal Communications Commission (FCC) to convert the transmission of its signals from analog to digital technologies. In order to provide Maryland citizens in Montgomery and Frederick Counties with a proper signal for reception, particularly with the parameters and factors inherent in digital transmissions, it is necessary for MPT to relocate from its present site in Frederick County to the new MSP scales facility site in Montgomery County.

In addition, this Project is consistent with DBM's Statewide Public Safety Communications System plan, which is in the fourth year of a 10-year Infrastructure Replacement/Installation Program. The goal of this Program is to improve present and future wireless communications systems for State and local agencies.

The Program is providing the State with the foundation for a new, modern, Statewide wireless communications system for State, Federal and local Public Safety agencies. Existing infrastructure (buildings, radio towers, microwave radio links, fiber optic communications etc.) will be augmented, repaired, or replaced, through installation of the infrastructure specifically designed to address current and future communications system requirements of the State and participating local government agencies.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 12-IT (Cont)

This contract will provide an efficient, cost-effective approach to meet MPT's, the State's and two local jurisdiction's needs for broadcasting and improvements to wireless communications activities. Award to the above listed bidder will allow MPT to provide digital broadcasts to citizens in Montgomery and Frederick Counties. It will also allow the State and these two counties to improve their wireless communications systems in support of their missions.

The source of funds for this contract comes from two accounts: one is the Public Safety Communications System Project within the Board of Public Works capital appropriation account D06E0201 and the second is from MPT's capital appropriation account R15P0005. Each account is at 50% participation. This project will take approximately six months to complete.

The Office of the State Comptroller has verified, under Control Number 03-2042-0000, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is not** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

BIDS OR PROPOSALS (Cont):

Bidder

Bid

Sabre Communications Corp. \$1,012,228
Sioux City, IA

King Construction, Inc. \$1,485,969
Baltimore, MD

JG Contracting Company \$1,677,000
Pittsburgh, PA

Western Towers \$1,718,767
San Angelo, TX

SBA Network Services, Inc. \$1,905,668
Bensalem, PA

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT RENEWAL OPTION

ITEM: 13-S-MOD **Agency Contact:** Gladys Gaskins (410) 767-4710

DEPARTMENT: Budget and Management (DBM)

PROGRAM: Employee Benefits Division (EBD)

DBM's EBD is responsible for administering health care and other related benefit programs for State employees and retirees, satellite agencies, Public Health Services Act continuation-of-coverage participants and contractual employees.

ORIGINAL CONTRACT NO. & TITLE: FI0R0200220;
Claims Audit Services

ADPICS DOCUMENT ID NUMBER: F10B4200022

ORIGINAL CONTRACT APPROVED: 4/26/2000 DBM BPW Agenda Item 1-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: William M. Mercer, Inc.
Glen Allen, VA

DESCRIPTION OF ORIGINAL CONTRACT: Contracts for an annual audit of claims payment functions and administrative performance activities of certain medical and prescription drug plans for State employees. Two distinct audit contracts are being awarded: one for Medical Plans and one for the Prescription Drug Plan.

DESCRIPTION OF OPTION: Continue existing services by exercising the first of two one-year renewal option on the contract for Medical Plans Audits only (see Requesting Agency Remarks below).

TERM OF ORIGINAL CONTRACTS: 6/1/2000 - 12/31/2003 (W/2 one-year renewal options)

TERM OF OPTION: 1/1/2004 - 12/31/2004

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 13-S-MOD (Cont)

FUND SOURCE: 100% Reimb. (see Requesting Agency Remarks below)

APPROP. CODE: F10A0240

ORIGINAL CONTRACT AMOUNTS: \$1,799,510 (Medical Plans Audits)
\$ 205,313 (Prescription Plan Audit)
\$2,004,823

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE):

Mod. # 1 (\$235,870) Contract reduction to eliminate certain audit services associated with State employees/retirees Health Maintenance Organization (HMO) medical plans that were no longer required, for the period 8/1/2002 - 12/31/2003.

AMOUNT OF OPTION: \$371,314 Est. (1 Year; audit of medical plans only; see Requesting Agency Remarks below)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$1,934,954 (for Medical Plans Audits)

PERCENTAGE INCREASE/DECREASE OF RATES: N/A

PERCENTAGE INCREASE/DECREASE (OVERALL): 13.1% Reduction (for Medical Plans Audits; see Requesting Agency Remarks below)

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 13-S-MOD (Cont)

REQUESTING AGENCY REMARKS: The Board originally approved two separate contract awards to this vendor for two distinct services. One was for Medical Plans audits (Preferred Provider Organization - PPO; Point of Service - POS; and HMO plans), and one was for the Prescription Drug Plan audit. Both contracts had renewal options in them. However, the award amount for the first renewal option for the Prescription Drug Plan audit is not subject to Board approval and is not included in this Agenda Item.

The original firm fixed contract amount for Medical Plan Audits (\$1,799,510) provided for these audits for the full contract term in three areas: 1) administrative procedures; 2) claims processing; and 3) compliance with performance guarantees. The cost for these services was based partly on the assumption that 7 HMO claims audits would need to be conducted for CY 1999 and 5 HMO claims audits would need to be conducted for CY's 2000, 2001, and 2002 respectively, for a total of 22 HMO claims audits over the base period term of the contract.

Based on a determination made by the State after the start of the contract, the recommended contactor, William M. Mercer, Inc. ("Mercer") was no longer contractually required to perform the 22 HMO claims audits listed above. Modification #1 was approved by the Board on 7/24/2002 reflecting this change (see DBM Agenda Item 11-S-MOD), for a contract reduction of \$235,870.

The estimated costs for this first renewal option are based on original offer prices and adjusted for the modification presented to the Board of Public Works on 7/24/2002. This accounts for the 13.17% reduction in the award amount.

The source of funds for this contract comes from transfers from employees' and retirees' health insurance non-budget accounts and actual member contributions.

Mercer has performed well on this contract. It is in the best interest of the State to renew this contract for one more year.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 13-S-MOD (Cont)

The Office of the State Comptroller has verified, under Control Number 03-2070-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT RENEWAL OPTION

ITEM: 14-S-MOD **Agency Contact:** Gladys Gaskins (410) 767-4710

DEPARTMENT: Budget and Management (DBM)

PROGRAM: Employee Benefits Division (EBD)

DBM's EBD is responsible for administering health care and other related benefit programs for State employees and retirees, satellite agencies, Public Health Services Act continuation-of-coverage participants and contractual employees.

ORIGINAL CONTRACT NO. & TITLE: F10R0200267;
Mental Health and Substance Abuse
Services

ADPICS DOCUMENT ID NUMBERS: F10B4200025 (Admin)
F10B4200026 (Claims)

ORIGINAL CONTRACT APPROVED: 7/19/2000 DBM BPW Agenda Item 2-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: **APS Healthcare Bethesda, Inc.**
Bethesda, MD
Successor to
American Psych Systems, Inc.
Bethesda, MD

DESCRIPTION OF ORIGINAL CONTRACT: Contract to provide mental health and substance abuse insurance benefits for Maryland State employees and retirees enrolled in the Preferred Provider Organization (PPO) and Point-of-Service (POS) health insurance plans. The contract also provides Employee Assistance Plan (EAP) benefits to all active State employees.

DESCRIPTION OF OPTION: Continue existing services by exercising
the first of three one-year renewal options on the contract.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 14-S-MOD (Cont)

TERM OF ORIGINAL CONTRACT: 1/1/2001 - 12/31/2003 (W/3 one-year renewal options)

TERM OF OPTION: 1/1/2004 - 12/31/2004

FUND SOURCE: 100% Reimb. (see Requesting Agency Remarks below)

APPROP. CODE: F10A0240

ORIGINAL CONTRACT AMOUNT: \$34,300,697 Est.
(See Requesting Agency Remarks below)

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE): None

AMOUNTS OF OPTION: \$ 3,000,000 Est. (Admin)
\$10,700,000 Est. (Claims)
\$13,700,000 Est. Total (1 Year)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$48,000,697 Est.

PERCENTAGE INCREASE/DECREASE OF RATES: N/A

REQUESTING AGENCY REMARKS: The mental health and substance abuse benefits under this contract provide coverage for PPO and POS enrollees. Individuals enrolled in Health Maintenance Organization (HMO) medical plans receive all mental health and substance abuse benefits through their HMO.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 14-S-MOD (Cont)

The following types of treatment for mental health and substance abuse are included in this contract:

- Inpatient facility and professional services;
- Partial hospitalization; and
- Outpatient facility and professional service.

The contract also provides certain EAP benefits to active employees (whether they have elected medical plan participation or not), who are referred to State management personnel by the EAP unit in the DBM Office of Personnel Services and Benefits. Employees are limited to a total of three hours of EAP counseling per occasion of referral. There is no co-payment paid by the employee if the visit has been authorized by the State's EAP Unit.

The source of reimbursable funds for this contract comes from transfers from agency budgets. American Psych Systems, Inc. has performed well on this contract. It is in the best interest of the State to renew this contract for one more year.

The estimated costs for this first renewal option are based on projections from the actual costs associated with the most recently completed benefit year, which was CY2002.

The Office of the State Comptroller has verified, under Control Number 03-2077-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 14-S-MOD (Cont)

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT RENEWAL OPTION

ITEM: 15-S-MOD **Agency Contact:** Gladys Gaskins (410) 767-4710

DEPARTMENT: Budget and Management (DBM)

PROGRAM: Employee Benefits Division (EBD)

DBM's EBD is responsible for administering health care and other related benefit programs for State employees and retirees, satellite agencies, Public Health Services Act continuation-of-coverage participants and contractual employees.

ORIGINAL CONTRACT NO. & TITLE: F10R0200266;
Prescription Drug Benefits

ADPICS DOCUMENT ID NUMBERS: F10B4200029 (Claims)
F10B4200030 (Admin.) (delete/see backup)

ORIGINAL CONTRACT APPROVED: 7/19/2000 DBM BPW Agenda Item 1-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: AdvancePCS Health, L.P.
(Successor to PCS HealthSystems)
Scottsdale, AZ

DESCRIPTION OF ORIGINAL CONTRACT: Contract to provide Pharmacy Benefit Manager (PBM) services. This will include comprehensive concurrent, prospective and retrospective drug utilization reviews for Maryland State employees and retirees.

DESCRIPTION OF OPTION: Continue existing services by exercising the first of two one-year renewal options on the contract.

TERM OF ORIGINAL CONTRACT: 6/1/2000 - 12/31/2003 (W/2 one-year renewal options)

TERM OF OPTION: 1/1/2004 - 12/31/2004

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 15-S-MOD (Cont)

FUND SOURCE: 100% Reimb. (80% subsidies-State agencies; 20% employee/retiree contributions)

APPROP. CODE: F10A0240

ORIGINAL CONTRACT AMOUNT: \$790,127,403 Est.

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE):

Mod. # 1 (\$850,000) Est. Increased the prescription drug rebate amount paid to the State by the contractor for each claim. This decreased the State's cost on this contract by an estimated \$850,000 during the period 1/1/2003 - 12/31/2003.

AMOUNT OF OPTION: \$287,800,000 Est. (1 Year)
(See Requesting Agency Remarks Below)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$1,077,077,403 Est.

PERCENTAGE INCREASE/DECREASE OF RATES: See Requesting Agency Remarks below

PERCENT INCREASE/DECREASE FROM ORIGINAL CONTRACT (THIS OPTION): 0.15% decrease from original option

REQUESTING AGENCY REMARKS: This contract provides pharmacy benefit management services for the State's Prescription Drug Program (PDP). It is the only PDP offered by the State to its approximately 96,500 members (active employees and retirees) living in Maryland and across the United States and in foreign countries. The PDP covers the cost of approved prescription drugs, subject to nominal co-payments.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 15-S-MOD (Cont)

The contract also provides for certain rebates. Under the rebate terms of the contract, the vendor agreed, beginning January 1, 2003, to increase the rebate rate paid to the State. This decreased the State's costs on this contract by an estimated \$850,000 during the period 1/1/2003 - 12/31/2003 (see Modification #1 above under *Modifications/Options To Date*).

For this renewal option, the rebate rate change is estimated to save the State approximately \$893,000. The estimated costs for this first renewal option are based on projections from the actual costs associated with the most recently completed benefit year, which was CY 2002, and includes the \$893,000 reduction due to the increased rebate rate.

AdvancePCS Health, L.P. has performed well on this contract. It is in the best interest of the State to renew this contract for one more year.

The Office of the State Comptroller has verified, under Control Number 03-2076-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is not** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT RENEWAL OPTION

ITEM: 16-S-MOD **Agency Contact:** Gladys Gaskins (410) 767-4710

DEPARTMENT: Budget and Management (DBM)

PROGRAM: Employee Benefits Division (EBD)

DBM's EBD is responsible for administering health care and other related benefit programs for State employees and retirees, satellite agencies, Public Health Services Act continuation-of-coverage participants and contractual employees.

ORIGINAL CONTRACT NO. & TITLE: F10R9000080;
Long Term Care Insurance for Maryland State Employees

ADPICS DOCUMENT ID NUMBERS: F10B4200027 (Claims)
F10B4200028 (Admin.)

ORIGINAL CONTRACT APPROVED: 7/14/99 DBM BPW Agenda Item 2-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: **Unum Life Insurance Company of America**
Columbia, MD

DESCRIPTION OF ORIGINAL CONTRACT: Contract to provide voluntary, group long-term care insurance benefits to Maryland State employees, retirees, satellite agencies, contractual and part-time employees. The group long-term insurance benefits include: coverage for nursing home care, home health care services, adult day care, homemaker services, home health aide services, respite care for family caregivers, hospice care, assisted living facilities, Alzheimer's facilities and speech and physical therapy.

DESCRIPTION OF OPTION: Continue existing services by exercising the first of two one-year renewal options on the contract.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 16-S-MOD (Cont)

TERM OF ORIGINAL CONTRACT: 1/1/2000 - 12/31/2003 (W/2 one-year
renewal options)

TERM OF OPTION: 1/1/2004 - 12/31/2004

FUND SOURCE: 100% Reimb. (See Requesting Agency
Remarks below)

APPROP. CODE: F10A0247

ORIGINAL CONTRACT AMOUNT: \$2,800,000 Est. (see Requesting Agency
Remarks below)

**MODIFICATIONS/OPTIONS TO DATE
(AMOUNTS/PURPOSE):** None

AMOUNT OF OPTION: \$820,000 Est. (1 Year; see Requesting
Agency Remarks below)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$3,620,000 Est.

**PERCENTAGE INCREASE/DECREASE
OF RATES:** N/A

REQUESTING AGENCY REMARKS: As indicated in the original Agenda Item,
there is no cost to the State for this contract since the coverage for participants is voluntary and
100% participant paid. However, there is a value to the vendor which is based upon premiums
received. This value was not indicated in the original Agenda Item. The actual premium
amounts received by the contractor during the base period were a function of the number of
participant employees/retirees and dependents that elected coverage, their ages, as well as the
benefit levels that were chosen.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 16-S-MOD (Cont)

DBM estimates that during the four year base contract period ending 12/31/2003 the vendor received approximately \$2,800,000 from all sources, which included State employees, satellite employees, and retirees. Included in this estimate were parents and dependents of these employees who were eligible to participate.

For CY 2003, DBM estimates the contractor will have received \$770,000 (this is part of the \$2,800,000). This is based on 1,038 active employees whose deductions were actually paid to the contractor for the period 1/1/2003 - 9/30/2003.

Each year the number of eligible participants rises. Accordingly, DBM estimates the value of the premiums to be \$820,000 for the first renewal period.

The Unum Life Insurance Company of America has performed well on this contract. It is in the best interest of the State to renew this contract for one more year.

The Office of the State Comptroller has verified, under Control Number 03-2108-011, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT RENEWAL OPTION

ITEM: 17-S-MOD **Agency Contact:** David Herman, M.D. (410) 402-7370

DEPARTMENT: Health and Mental Hygiene (DHMH)

PROGRAM: Spring Grove Hospital Center (SGHC)

SGHC, located in Catonsville MD, is an integral part of the mental health services delivery system. SGHC provides inpatient and domiciliary care for seriously mentally ill adults (ages 18 or older) residing in Baltimore County, Harford County, portions of Baltimore City and other geographic districts within Maryland. SGHC operates in conjunction with the Community Mental Health programs administered by the local health officers serving in each county and portions of Baltimore City.

ORIGINAL CONTRACT NO. & TITLE: DHMH/OCPMP 01-7019;
Somatic Services

ADPICS DOCUMENT ID NUMBER: M00B4200231

ORIGINAL CONTRACT APPROVED: 2/7/2001 DBM BPW Agenda Item 2-S

ORIGINAL PROCUREMENT METHOD: Multi-step Sealed Bidding

CONTRACTOR: **Managed Health Care, Ltd.**
Baltimore, MD

DESCRIPTION OF ORIGINAL CONTRACT: Contract to provide on-site delivery and coordination of a comprehensive array of somatic (non-psychiatric) health care services, 24 hours a day, 7 days a week to all patients admitted to or residing at Spring Grove Hospital Center ("Center").

DESCRIPTION OF OPTION: Continue existing services by exercising
the first of two renewal options on the contract.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 17-S-MOD (Cont)

TERM OF ORIGINAL CONTRACT: 3/1/2001 - 2/28/2004 (W/2 one-year renewal options; see Requesting Agency Remarks below)

TERM OF OPTION: 3/1/2004 - 2/28/2005

FUND SOURCE: 100% Gen. **APPROP. CODE:** M00L0901

ORIGINAL CONTRACT AMOUNT: \$4,030,884

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE):

| | | |
|---------|-----|--|
| Mod. #1 | \$0 | Substituted an audiologist for an otolaryngologist for the period 11/8/2001 - 2/28/2004. |
| Mod. #2 | \$0 | Provided a phlebotomist for approximately three months under the existing terms of the contract. This was due to the Center's employee who was providing these services being on extended sick leave. (Due to the Hospital Center not utilizing all clinics per month, agreement was cost neutral), for the period 5/2/2003 - 7/31/2003. |
| Mod. #3 | \$0 | Provided a phlebotomist until vacant position (employee retired) could be filled (awaiting freeze exemption approval); for the period 10/17/2003 - 2/28/2004. |
| Mod. #4 | \$0 | Extended end-date of contract by one day to 2/29/2004 to correct missing leap-year day in contract. |

AMOUNT OF OPTION: \$1,420,302 (1 Year)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$5,451,186

**PERCENTAGE INCREASE/DECREASE
OF RATES:** N/A

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 17-S-MOD (Cont)

REQUESTING AGENCY REMARKS: The services for this option include a continuum of medical/somatic services, which are: General Medicine; General Surgery; Gynecology; Neurology; Orthopedics; Ophthalmology; Radiology; Cardiology; Dermatology; Electroencephalography (Brain); Electrocardiography (Heart); Podiatry; Audiology and other medical-surgical sub-specialists, as deemed necessary by the Center.

This option will continue the provision of sufficient staff to conduct medical rounds in all areas. It will also allow the Center to respond to medical emergencies and perform on-site/on-call services during evenings.

The contractor has continued to perform in accordance with established principles and ethics of the medical profession. The quality of healthcare provided by the contractor has met or exceeded current recognized standards established by the American Medical Association (AMA), Joint Commission on Accreditation of Health Care Organizations (JCAHO), the American Hospital Association (AHA), Spring Grove Hospital Center, and all other professional associations that specify standards of performance for the medical profession.

Modification #4 above under *Modifications/Options To Date* was processed to extend the end-date of the base contract by one day (to 2/29/2004) to correct a missing leap-year day in the contract. This was at no cost.

The Office of the State Comptroller has verified, under Control Number 03-2022-0111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 17-S-MOD (Cont)

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN 

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

INFORMATION TECHNOLOGY CONTRACT OPTION

ITEM: 18-IT-MOD **Agency Contact:** Ellis Kitchen (410) 260-2994

DEPARTMENT: Budget and Management (DBM)

PROGRAM: Office of Information Technology (OIT)
Telecommunications Division

DBM's OIT oversees the management and integration of Information Technology (IT) throughout the Executive branch of State government and has direct responsibility for the State's planning; policy formulation and implementation; and administration of all Statewide IT contracts. The OIT Telecommunications Division is responsible for coordinating and managing telecommunications based activities Statewide, including structured cabling and wiring systems within the State.

ORIGINAL CONTRACT NO. & TITLE: DBM-0101;
Cable/Wire; Structured Cabling & Wiring
Systems

ADPICS DOCUMENT ID NUMBER: 050B4800023

ORIGINAL CONTRACT APPROVED: 12/13/2000 DBM BPW Agenda Item 4-IT

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: FiberPlus, Inc.
Jessup, MD

DESCRIPTION-ORIGINAL CONTRACT: Indefinite delivery, indefinite quantity contract with fixed unit prices to provide structured cabling and wiring services within the State of Maryland. These services support the State's requirements for the installation and maintenance of all types of voice, video and data cabling and will be utilized by all State agencies in support of their various applications and business needs. This Structured Cabling & Wiring contract is intended to meet present and future communication needs in the most cost effective manner. Services include, but are not limited to: installation of cabling and wiring, maintenance of existing cable plants, and installation of fiber optic backbone systems in support of Agencies. The contract is also being extended to local government agencies.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 18-IT-MOD (Cont)

DESCRIPTION OF OPTION: Continue existing services by exercising the second of three one-year renewal options on the contract.

TERM OF ORIGINAL CONTRACT: 12/13/2000 - 12/12/2002 (W/3 one-year renewal options)

TERM OF OPTION: 12/13/2003 - 12/12/2004

FUND SOURCES: Various **APPROP. CODES:** Various

ORIGINAL CONTRACT AMOUNT: \$3,000,000 Est.

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE):

Opt. #1 \$1,500,000 Est. Renewed the contract for the period 12/13/2002 - 12/12/2003.

AMOUNT OF OPTION: \$2,500,000 Est. (1 Year; See Requesting Agency Remarks below)

PERFORMANCE BOND: \$100,000

REVISED TOTAL CONTRACT AMOUNT: \$7,000,000 Est.

PERCENTAGE INCREASE/DECREASE OF RATES: N/A

REQUESTING AGENCY REMARKS: The services provided under this contract support the State's requirements for structured cabling and wiring services within the State of Maryland and includes installation and maintenance of all types of voice, video and data cabling.

The award amount for this second renewal option period is greater than the award amount for the first renewal option period. This is because the vendor was awarded several high value jobs during the first renewal period using the fixed unit prices in the contract. For example, one job that the vendor is working on is the Public Safety Training Center. This one job alone is for \$1,000,000 which extends into this renewal period.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 18-IT-MOD (Cont)

The vendor has also performed well on this contract. It is in the best interest of the State to renew this contract for one more year.

The Office of the State Comptroller has verified, under Control Number 03-2102-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT MODIFICATION

ITEM: 19-S-MOD **Agency Contact:** Suzanne Meltzer (410) 230-8789

DEPARTMENT: Maryland State Lottery (MSLA)

PROGRAM: Sales

The MSLA Sales Program's primary responsibility is to promote sales and respond to the needs of Lottery customers and retailers.

ORIGINAL CONTRACT NO. & TITLE: 2003-01;
Instant Ticket Vending Machines (ITVM)
and Related Services Contract

ADPICS DOCUMENT ID NUMBER: CO766212

ORIGINAL CONTRACT APPROVED: 6/18/2003 DBM BPW Agenda Item 2-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: **Interlott Technologies, Inc.**
Mason, OH

DESCRIPTION OF ORIGINAL CONTRACT: Contract to purchase and maintain up to a total of 300 Instant Ticket Vending Machines (ITVMs) at fixed unit prices. Contract provides for 16, 20, and 24-bin ITVM units. Contract also provides maintenance services for the Lottery's 391 existing ITVMs.

DESCRIPTION OF MODIFICATION: Modification request to provide replacement parts for the existing 391 instant ticket vending machines that are owned by the Lottery.

TERM OF ORIGINAL CONTRACT: 6/18/2003 - 6/17/2008

TERM OF MODIFICATION: 12/3/2003 - 6/17/2008

FUND SOURCE: 100% Special (Lottery Proceeds)

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 19-S-MOD (Cont)

| | |
|---|--|
| <u>APPROP. CODE:</u> | E75D0001 |
| <u>ORIGINAL CONTRACT AMOUNT:</u> | \$3,980,480 NTE |
| <u>MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE):</u> | None |
| <u>AMOUNT OF THIS MODIFICATION:</u> | \$356,103 (4 Years, 7 Months) |
| <u>PERFORMANCE BOND:</u> | \$500,000 (original contract) |
| <u>REVISED TOTAL CONTRACT AMOUNT:</u> | \$4,336,583 |
| <u>PERCENTAGE INCREASE/DECREASE OF RATES:</u> | N/A |
| <u>PERCENT INCREASE/DECREASE FROM ORIGINAL CONTRACT (THIS MODIFICATION):</u> | 8.9% |
| <u>REQUESTING AGENCY REMARKS:</u> | On June 18, 2003, the Lottery executed a contract with the Contractor to provide up to a total of 300 new Instant Ticket Vending Machines (“ITVMs”) and provide maintenance thereon, and to also provide maintenance on 391 existing ITVMs currently owned by the Lottery. The Contract provided for replacement parts for the new ITVMs; however, the Contract did not provide for replacement parts and shipping for the 391 existing ITVMs. |

Since replacement parts for the existing ITVMs owned by the Lottery were not included in the original contract, the Lottery must obtain these replacement parts which are needed in order to fully utilize these ITVMs. The purpose of this contract modification request is to obtain these replacement parts for these 391 machines when needed.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 19-S-MOD (Cont)

DBM REMARKS: Approval recommended,

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT MODIFICATION

ITEM: 20-S-MOD **Agency Contact:** Brian Hepburn (410) 402-8452

DEPARTMENT: Health and Mental Hygiene (DHMH)

PROGRAM: Mental Hygiene Administration (MHA)

DHMH's MHA is responsible for the coordination of all Public Mental Health Services (PMHS) on a Statewide basis. Approximately 70,000 Medicaid recipients and approximately 15,000 Medicaid ineligible persons receive community mental health services from a large array of PMHS providers through a system coordinated and funded by MHA. MHA uses the services of an Administrative Services Organization (ASO) to assist in the operation of the PMHS.

ORIGINAL CONTRACT NO. & TITLE: DHMH-OCPMP-02-7269;
Administrative Services Organization (ASO)
for Maryland's Public Mental Health System

ADPICS DOCUMENT ID NUMBER: M00B4200236

ORIGINAL CONTRACTS APPROVED: 12/19/2001 DBM BPW Agenda Item 14-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: **Maryland Health Partners, LLC**
Columbia, MD

DESCRIPTION OF ORIGINAL CONTRACT: Funding for a statewide Administrative Services Organizations (ASO) to provide management of publicly funded mental health services for all persons under the Public Mental Health System. This contract will enable the State to carry out the requirements of the 1115 Waiver for Managed Care and Benefit Management, including authorization for services and claims processing.

DESCRIPTION OF MODIFICATION: Continue existing services by exercising the second of two six-month renewal options on the contract. In addition, correct the prior approved option Agenda Item where the six-month renewal option amount was incorrectly stated (see Requesting Agency Remarks below).

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 20-S-MOD (Cont)

TERM OF ORIGINAL CONTRACT: 1/1/2002 - 6/30/2003 (W/3 one-year renewal options; see Requesting Agency Remarks below)

TERM OF MODIFICATION: 1/1/2004 - 6/30/2004

FUND SOURCE: 60% Gen.; 40% Fed. (Medicaid)

APPROP. CODE: M00L0102

ORIGINAL CONTRACT AMOUNT: \$20,461,600

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE):

Mod.#1 \$ 0 Modified contract to amend the terms of the options contained in the original contract from three one-year options to only two six-month options each. The modification also deleted the second and third one-year renewal options. The original schedule of costs for the one-year option was divided equally between the two six-month options.

Opt. #1 \$7,094,024 Continued existing services by exercising the first of two six-month renewal options on the contract for the period 7/1/2003 - 12/31/2003. Note: this was incorrectly stated at \$14,188,048 and is being corrected in this Item (see Requesting Agency Remarks below)

AMOUNT OF THIS MODIFICATION: \$7,094,024 (6 Months)
(\$4,256,414 Gen.; \$2,837,610 Fed.)

PERFORMANCE BOND: None

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 20-S-MOD (Cont)

REVISED TOTAL CONTRACT AMOUNT: \$34,649,648

PERCENTAGE INCREASE/DECREASE

OF RATES: N/A

REQUESTING AGENCY REMARKS: At the June 18, 2003, Board of Public Works Meeting, the Board approved a modification to the original contract that changed the three one-year renewal options to two six-month renewal options (see DBM Item 27-S-MOD). The modification deleted the second and third one-year renewal options, and modified the remaining one-year renewal option to two six-month options.

When Option #1 was approved, the Agenda Item incorrectly overstated the amount of money necessary for the first six-month renewal option by including the second six-month renewal option in the total amount of the option (\$14,188,048). MHA is now requesting a correction to this amount (it should have been \$7,094,024), along with approval of the second six-month renewal option, at a cost of \$7,094,024, as indicated above.

This is the last renewal option being exercised on this contract. The MHA has established a Contract Fulfillment Team (CFT) to developing an RFP for continuation of all or some of the services required in the current contract, for the period beginning July 1, 2004. The first meeting of the CFT was held on 11/21/2003.

If the Board approves this option request, the contract will terminate on June 30, 2004. The exercise of the six-month option is necessary to ensure the continuation of authorization and claims processing for the Public Mental Health System and to provide time for a re-solicitation of these services.

The Office of the State Comptroller has verified, under Control Number 03-2180-0001, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 20-S-MOD (Cont)

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT MODIFICATION

ITEM: 21-S-MOD **Agency Contact:** Kathleen Knolhoff (410) 767-5232

DEPARTMENT: Health and Mental Hygiene (DHMH)

PROGRAM: Family Health Administration (FHA)
Office of the Maryland Women, Infants and Children
(WIC) Program

DHMH's WIC Program provides required health and nutrition services, including supplemental foods such as infant formula, to eligible individuals. Under this Federally funded program, authorized health professionals, in approved local agencies, prescribe nutritious, supplemental foods to high risk pregnant, post-partum and breastfeeding woman, infants up to one year of age and children up to their fifth birthday.

ORIGINAL CONTRACT NO. & TITLE: DHMH-OCPMP-01-6644;
WIC Program Local Agency
Montgomery County

ADPICS DOCUMENT ID NUMBER: M00B4200228 (Renewal Option &
Modification)

ORIGINAL CONTRACT APPROVED: 11/29/2000 DBM BPW Agenda Item 2-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: Community Clinic, Inc.
Rockville, MD

DESCRIPTION OF ORIGINAL CONTRACT: Contract to provide WIC services for 15,000 eligible participants in Montgomery County.

DESCRIPTION OF MODIFICATION: Request to: (1) continue existing services by exercising the first of two one-year renewal options on the contract; and (2) increase the funding of the renewal option based on the WIC Program Regulations rates (COMAR 10.54.02.18) that were effective July 1, 2003. The renewal option amount also includes an increased caseload of eligible individuals (from the current 16,000 to 17,200).

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 21-S-MOD (Cont)

TERM OF ORIGINAL CONTRACT: 1/1/2001 - 12/31/2003 (W/2 one year renewal options)

TERM OF MODIFICATION: 1/1/2004 - 12/31/2004 (Renewal Option with Modification)

FUND SOURCE: 100% Fed. (USDA WIC Program)

APPROP. CODE: M00F0306

ORIGINAL CONTRACT AMOUNT: \$4,665,000

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE): \$565,500 Grand Total (See Attachment)

AMOUNTS OF THESE MODIFICATIONS: \$1,555,000 (1 Year; Renewal Option)
\$ 322,200 (1 Year; Modification; see Requesting Agency Remarks below)
\$1,877,200 Total (1 Year)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$7,107,700

PERCENTAGE INCREASE/DECREASE OF RATES: See Requesting Agency Remarks below

PERCENTAGE INCREASE/DECREASE FROM ORIGINAL CONTRACT (THIS MODIFICATION): 6.9%

PERCENTAGE INCREASE/DECREASE (OVERALL): 19.0%

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 21-S-MOD (Cont)

REQUESTING AGENCY REMARKS: The existing contract with Community Clinic, Inc. contains two one-year renewal options. The first renewal option amount of \$1,555,000 was based on the payment made in accordance with COMAR 10.54.02.18 at the time the original contract was issued. The modification amount of \$322,200 included in this option request is being submitted to adhere to the conditions of the contract that payment be made in accordance with the COMAR 10.54.02.18 rates which were revised July 1, 2003 and to reflect an increase in the caseload to 17,200 participants (see below).

The total amount of this modification request is composed of the following components: increase the base funding from \$130,000 to \$140,000 for an additional \$10,000; increase the payment per participant from \$95.00 to \$101.00 for an additional \$90,000; and increase the caseload from 15,000 to 17,200 eligible individuals at a payment per participant of \$101.00 for an additional \$222,200 (total = \$322,200).

The Office of the State Comptroller has verified, under Control Number 03-2082-0110, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE-Cont):

| | | |
|---------|------------------------|--|
| Mod. #1 | \$300,000 | Increased the annual payment per participant from \$95.00 to \$103.00. This was the additional amount for the existing caseload of 15,000, for the period 7/1/2001 - 12/31/2003. |
| Mod. #2 | \$265,500 | Increased the annual payment per participant from \$103.00 to \$107.00 and increased the caseload from 15,000 to 16,000. The total amount of this modification request was composed of the following components: increase in base funding was \$15,000; increase in the existing "per participant" funding was \$90,000; and the increase in the caseload funding was \$160,500 (total = \$265,500). This was for the period 7/1/2002 - 12/31/2003. |
| Mod. #3 | \$ 0 | Modified the contract at no cost to increase the percentage in Part IV, Section 2.2.6.of the contract from 95% to 97% for the period 7/1/2003 - 12/31/2003. The contract required that beginning six months after the contract start date, that the provider must meet 95% of the caseload. If the number of persons participating is less than 95%, the provider is required to return to the State WIC agency an amount equal to the payment in accordance with COMAR 10.54.02.18 per participant per quarter multiplied by the difference between 95% of the participant goal for the quarter and the average number of persons participating for that quarter. |
| | <hr/> <u>\$565,500</u> | Total |

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT MODIFICATION

ITEM: 22-S-MOD **Agency Contact:** Kathleen Knolhoff (410) 767-5232

DEPARTMENT: Health and Mental Hygiene (DHMH)

PROGRAM: Family Health Administration (FHA)
Office of the Maryland Women, Infants and Children
(WIC) Program

DHMH's WIC Program provides required health and nutrition services, including supplemental foods such as infant formula, to eligible individuals. Under this Federally funded program, authorized health professionals, in approved local agencies, prescribe nutritious, supplemental foods to high risk pregnant, post-partum and breastfeeding woman, infants up to one year of age and children up to their fifth birthday.

ORIGINAL CONTRACT NO. & TITLE: DHMH OCPMP 99-5980;
WIC Program Local Agency Baltimore City

ADPICS DOCUMENT ID NUMBER: CO760729

ORIGINAL CONTRACT APPROVED: 4/21/99 DBM BPW Agenda Item 3-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTORS:
**The Johns Hopkins University School of
Hygiene and Public Health**
(JHU)
Baltimore, MD

Center for Poverty Solutions
Baltimore, MD

DESCRIPTION OF ORIGINAL CONTRACT: Multiple award contract to two vendors to provide WIC services to an estimated 8,200 participants in designated areas of Baltimore City.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 22-S-MOD (Cont)

DESCRIPTION OF MODIFICATION: Approval request to increase the assigned caseload and to extend the contract by two months to 6/30/2004. This is for The Johns Hopkins University School of Hygiene and Public Health vendor only (see Requesting Agency Remarks below).

TERM OF ORIGINAL CONTRACT: 5/1/99 - 4/30/2002 (W/2 one-year renewal options)

TERM OF MODIFICATION: 1/1/2004 - 6/30/2004

FUND SOURCE: 100% Fed. (USDA WIC Program)

APPROP. CODE: M00F0306

ORIGINAL CONTRACT AMOUNT: \$1,692,000 (For JHU)

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE): \$1,688,183 Grand Total (See Attachment)

AMOUNTS OF THIS MODIFICATION: \$ 42,900 (For increase of rates)
\$123,550 (For contract extension)
\$166,450 Total (6 Months; JHU only; See Requesting Agency Remarks below)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$3,546,633

PERCENTAGE INCREASE/DECREASE OF RATES: 4.7% (see Requesting Agency Remarks below)

PERCENTAGE INCREASE/DECREASE FROM ORIGINAL CONTRACT (THIS MODIFICATION): 9.8%

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 22-S-MOD (Cont)

PERCENTAGE INCREASE/DECREASE
(OVERALL): 42.9%

REQUESTING AGENCY REMARKS: The original award on this contract was to two vendors for these services. This modification request applies only to The Johns Hopkins University School of Hygiene and Public Health vendor where approval is requested to increase the assigned caseload from 6,300 to 7,100 participants and to extend the contract by two months .

The two renewal options originally approved for the second vendor, Center for Poverty Solutions, were not exercised. This was because of performance problems with this vendor.

The increase in the total amount of \$42,900 is based on WIC Program Regulations COMAR 10.54.02.18 rates approved effective July 1, 2003. The components of this increase are: increase the caseload from 6,300 to 7,100 at a payment per participant of \$101.00 per year for an additional \$40,400; and increase base from \$100,000 to \$105,000 per year for an additional amount of \$2,500 (total = \$42,900). Also included is to extend the contract from 5/1/2004 to 6/30/2004 in order to synchronize the contract with the State's Fiscal Year (\$123,550).

The Office of the State Comptroller has verified, under Control Number 03-1987-1110, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS: Approval recommended.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN 

WITH DISCUSSION

WITHOUT DISCUSSION

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSES -Cont.):

| | | |
|---------|--------------------------|---|
| Mod. #1 | \$ 45,900 | Increased the base funding from \$60,000 to 65,000 per year. Increased annual payment per participant from \$90.00 to \$92.00, for the period 7/1/99 - 4/30/2002. |
| Mod. #2 | \$ 58,300 | Increased the base funding from \$65,000 to \$80,000 per year. Increased annual payment per participant from \$92.00 to \$95.00, for the period 7/1/2000 - 4/30/2002 |
| Mod. #3 | \$ 45,667 | Increased the base funding from \$80,000 to \$90,000 per year. Increased annual payment per participant from \$95.00 to \$103.00, for the period 7/1/2001 - 4/30/2002 |
| Opt. #1 | \$ 564,000 | Renewed contract for the period 5/1/2002 - 4/30/2003. |
| Mod. #4 | \$ 17,133 | Increased the base funding and payment per participant to reflect correct reimbursement for FY 2002, which is \$90,000 base funding and \$103.00 per participant, for the period 5/1/2002 - 4/30/2002. |
| Mod. #5 | \$ 183,083 | Increased the base funding and payment per participant to reflect correct reimbursement for FY 2003, which is \$100,000 base funding and \$107.00 per participant. Increased the caseload from 5,600 to 6,300 participants, for the period 7/1/2002 - 4/20/2003. |
| Opt. #2 | \$ 564,000 | Renewed contract for the period 5/1/2003 - 4/30/2004. |
| Mod. #6 | \$ 210,100 | Increased the base funding and payment per participant to reflect correct reimbursement for FY 2004, which is \$100,000 base funding and \$101.00* per participant, for the period 5/1/2003 - 4/30/2004. |
| | <hr/> <u>\$1,688,183</u> | Total |

* Note: Funding level per participant was reduced from \$107.00 to \$101.00 based on USDA initial funding expectations.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

GENERAL MISCELLANEOUS

ITEM: 23-GM **Agency Contact:** James C. DiPaula (410) 260-7041

DEPARTMENT: Budget and Management (DBM)

PROGRAM: Re-employment of Individuals Who Retired Under Senate Bill 1 (SB1), Chapter 353, Acts of 1996

AMOUNT OF REQUEST: See Attachment

APPROP. CODE: D05E01

DESCRIPTION: The Secretary of Budget and Management recommends the renewal of the contract for one individual who retired under SB1. SB1 limits to 2% (or a maximum of 40 individuals) the number of retirees in the Executive Branch who may be re-employed subject to the approval of the Board of Public Works. Attached is a listing of this SB1 contractual re-employment request.

REQUESTING AGENCY REMARKS: The BPW has approved re-employing a total of 28 SB1 retirees to date on a contractual basis. With this 1 renewal, 28 SB1 retirees will still have been re-employed, leaving a maximum of 12 additional retirees who may be re-employed.

DBM REMARKS: Approval recommended. The respective agency has certified fund availability to effectuate this contractual re-employment request.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

| Department | Name | Position | Effective Date | Hourly Rate/ Maximum | Contract Duration | Comments |
|------------|-------------|---|--------------------|-------------------------|-------------------|---|
| MDOT (MVA) | John Mowery | Assistant Motorcycle Safety Training Center Manager | 1/01/04 – 12/31/04 | \$15.00/ \$10,000 | 1 year | Extension -- Mr. Mowery will continue to assist in the daily operation of a training center and instruct motorcycle safety training classes. Mr. Mowery's unique experience and instructor certification will provide critical services to Motor Vehicle Administration's Motorcycle Safety Program. |

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

INFORMATION TECHNOLOGY CONTRACT

ITEM: 24-IT **Agency Contact:** Stuart Wilkins (410) 537-3084

DEPARTMENT: Environment (MDE)

PROGRAM: Major Information Technology (IT) Development Projects

MDE's Major IT Development Projects Program provides analysis, design, development and implementation plans and activities (with prescribed milestones and deliverables) for Department-wide information systems. Key development elements include project management; leadership on matters of enterprise information management; enterprise policy and technology; data stewardship; data quality; and risk management. Elements of development also relate to the integration of the Department's permitting, inspection, compliance and enforcement activities to promote the standardization and streamlining of business processes and information across the Department.

CONTRACT NO. & TITLE: U00R3200174;
Enterprise Environmental Management System (EEMS)

ADPICS DOCUMENT ID NUMBER: U00B4200011

DESCRIPTION: Contract for the purchase of American Management Systems' (AMS) *Tools for Environmental Management and Protection Organizations* (TEMPO™) software package. TEMPO is a Commercial-Off-the-Shelf (COTS) software package for EEMS that was developed and sold by AMS. The contract contains professional services to implement, enhance and maintain TEMPO™ to create an Enterprise Environmental Management System (EEMS) for MDE. This contract with AMS is an indefinite quantity Master Contract type with task orders (see Requesting Agency Remarks below).

TERM: 12/3/2003 - 12/2/2006 (W/2 one-year renewal options)

PROCUREMENT METHOD: Competitive Sealed Proposals

SUPPLEMENTAL

97B

BPW 12/3/2003

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 24-IT (Cont)

BIDS OR PROPOSALS:

See Attachment

AWARD:

American Management Systems, Inc.
Annapolis, MD

INCUMBENT:

None

FUND SOURCE:

15% Gen.; 70% Fed. (Various Grant Funds); 15% Spec. (Program Specific, e.g. Clean Air Fund, Clean Water Fund)

APPROP. CODE:

U00A0502

AMOUNTS:

\$6,636,500 Est. (3 Years; Base Contract)
\$ 73,750 Est. (1 Year; 1st Renewal Option)
\$ 73,750 Est. (1 Year; 2nd Renewal Option)
\$6,784,000 Est. Total (5 Years)
(\$1,017,600 Gen.; \$4,748,800 Fed.;
\$1,017,600 Spec.)

PERFORMANCE BOND:

\$6,784,000

REQUESTING AGENCY REMARKS:

A notice of the availability of the Request For Proposals (RFP) was advertised in the *Maryland Contract Weekly*, and at the *eMaryland Marketplace.com* and MDE websites. Copies of the solicitation notice were mailed directly to 109 prospective vendors, 97 of which were Maryland firms, and included 80 MBEs. A copy was also sent to the Governor's Office of Minority Affairs.

There is an overall 25% MBE sub-contracting goal established for this contract with sub-goals of 7% for African-American owned businesses and 10% for female-owned businesses. This goal will be met at the task order level by AMS by sub-contracting with Info Pro, Inc., of Silver Spring, MD (woman-owned business), and IT CNP, Inc., of Columbia, MD (African-American owned business). Info Pro, Inc will be providing services in project management, analysis, design, documentation and training. IT CNP, Inc. will be providing services for analysis, data conversion and maintenance activities.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 24-IT (Cont)

A total of four offers were received in response to the solicitation. Discussion meetings were held with the four offerors. An Evaluation Committee completed an initial technical ranking based on the following methodology that considered each vendor's proposed solution for an EEMS in terms of its:

1. Ability to support MDE's business processes;
2. Technical maturity and consistency with State and Agency standards;
3. Proposed implementation strategy; and
4. Expertise, experience and capabilities.

After the initial technical review, one firm's offer was determined to be not reasonably susceptible of being selected for award because its proposal was not consistent with the primary requirement to supply a proven COTS EEMS to meet MDE's needs.

Financial proposals from the remaining three offerors were then opened and ranked in order of lowest to highest offer-cost to the State (see Attachment). The financial offer amount was an evaluated price that was based upon a model in the RFP for six categories: (1) cost of the system's software licenses; (2) project specific software; (3) labor and services not-to-exceed prices to make the software operational; (4) labor and services not-to-exceed prices to accomplish a system software fit; (5) software maintenance; and (6) project services.

Affordability and funding availability were significant considerations in evaluating the proposals. However, as noted in the Attachment, technical factors had greater weight than financial factors in the overall award determination. Of the three qualified proposals, AMS' proposal ranked first technically and second financially and has been deemed worth the extra cost compared to the lowest cost offeror.

This contract with AMS is an indefinite quantity Master Contract type with task orders. Written task orders will be provided to the contractor for the tasks to be accomplished with either a Fixed Price or Time and Materials (T&M) with a Not-to-Exceed (NTE) limit.

This contract will be implemented in phases. In particular, Phase 1 will consist of acquiring the system at an estimated cost of \$ 616,280 and Phase 2 will consist of the detailed analysis for program migration and configuration services at an estimated cost of \$476,625 (total = \$1,092,905). No more than \$1,092,905 will be spent implementing Phases 1 and 2. Upon completion of Phases 1 and 2, MDE will submit a written report ("Report") to the Legislature (Senate Budget and Taxation Committee and the House Committee on Appropriations), as to the status of the Project's implementation.

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**ITEM:** 24-IT (Cont)

As mentioned above, this contract provides for the purchase, installation and maintenance of an EEMS product called TEMPO™ which is an AMS COTS software package. It will effectively manage critical environmental data essential to the mission of MDE. TEMPO™ was developed specifically to meet the database management and regulatory process requirements of State environmental regulatory programs such as those operated by MDE.

TEMPO™ will also facilitate the exchange of critical environmental data with other States and with the U.S. Environmental Protection Agency. It is a mature, comprehensive database management system that has been successfully implemented by six other States: Mississippi; Louisiana; New Mexico; New Jersey; Kentucky and Tennessee.

The implementation of TEMPO™ as MDE's EEMS will address many of the constraints currently hampering MDE from achieving requisite operational efficiencies and improved external customer service at an enterprise level. When fully implemented, regulated entities will benefit from TEMPO's™ on-line features.

These benefits include: permit application processing; data submission for compliance reporting; and the provision of an inquiry capability for permit and process status updates. The public will also benefit from the EEMS as it will provide a single point of reference for environmental information as well as detailed information relevant to their particular needs.

MDE will benefit internally through the streamlining of processes, improved business decisions, a reduction in the maintenance requirements necessary to support a unified system versus multiple systems, and reductions in the effort necessary to satisfy reporting obligations. In particular, the EEMS will support MDE's performance with respect to the following five Legislative mandates:

1. Section 1 - 607 of the Environment Article, enacted in 2000 (License and permit review times);
2. Section 1 - 301(d) of the Environmental Article, enacted in 1997 (Report of enforcement Activities);
3. Maryland's *eGovernment* initiative which requires 80% of all State transactions to be on-line, available to the public by 2004;
4. Congressional Requirements (EPA Performance Results Act Reporting and EPA Program Report); and
5. Legislative Audits (1999 and 2002 where the Department could not readily determine the current status of permits and inspections of regulated entities).

SUPPLEMENTAL

100B

BPW 12/3/2003

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 24-IT (Cont)

The *Award Amount* above for the base period of this contract and the *Offer Amount* shown in the Attachment are different. As mentioned above, the *Offer Amount* was based upon a financial model in the RFP for evaluation purposes. The *Award Amount* is the overall estimated value for the COTS System Software License, labor costs and additional project specific software required to implement, enhance and maintain the proposed EEMS.

The Office of the State Comptroller has verified, under Control Number 03-1323-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor **is** a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

By approving this contract, the Board grants DBM the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a DBM PAAR.

Approval recommended.

Note: This Item appeared as Item 8-IT on the DBM BPW Agenda of 9/3/2003 and was withdrawn.

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

BIDS OR PROPOSALS (Cont):

| <u>Offeror</u> | <u>Tech. Rank</u> | <u>Financial* Offer (Rank)</u> | <u>Overall** Rank</u> |
|--|-----------------------|------------------------------------|---------------------------|
| American Management Systems, Inc. Fairfax, VA (Local Office in Annapolis, MD) | 1 | \$6,508,530 (2) | 1 |
| Unisys Corp Reston, VA (Local Office In Baltimore, MD) | 2 | \$9,782,827 (3) | 2 |
| Software Performance Systems, Inc. Arlington, VA | 3 | \$3,554,715 (1) | 3 |

***Note:** Financial offer amount was an evaluated price that was based upon a model in the RFP for: (1) cost of the system's software license; (2) project specific software; (3) labor and services not-to-exceed prices to make the software operational; (4) labor and services not-to-exceed prices to accomplish system software fit; (5) software maintenance; and (6) project services.

****Note:** Technical factors had greater weight than financial factors in the overall award determination.

SUPPLEMENT C**UNIVERSITY SYSTEM OF MARYLAND****December 3, 2003**

Contact Person: James Salt 301-445-1987
USM Rep: Robert Stahl

CONTRACT MODIFICATION: Service

ITEM: 1-S MOD

DEPARTMENT: University of Maryland University College

CONTRACT NO. & TITLE: RFP 90583 Web Database and Lettershop Services

DESCRIPTION: Contract is to provide professional comprehensive marketing and mailing services, including maintenance of existing web database of current and prospective students, data processing, creation of marketing materials, direct mail, fulfillment and e-mail broadcasts for UMUC marketing efforts and other communication needs.

PROCUREMENT METHOD: Renewal Option

AWARD:

Prolist Data and Mail
8341 Beechcraft Ave
Gaithersburg MD 20879

AMOUNT: \$900,000.00

PERFORMANCE BOND: A performance bond is not required as the contractor is reimbursed after the services have been performed.

TERM OF CONTRACT: December 13, 2003 to December 12, 2004. This is the first of three one-year University renewal options. Original contract was for two years with three one-year renewal options approved by the Board of Public Works on December 12, 2001 Item 5-S .

FUND SOURCE: 36.02.30 (Current Unrestricted Funds)

REMARKS: The source of funds for this contract will be various University of Maryland University College (UMUC) departmental operating budgets.

SUPPLEMENT C

UNIVERSITY SYSTEM OF MARYLAND

December 3, 2003

CONTRACT MODIFICATION: Renewal**ITEM:** 1-S MOD (continued)**DEPARTMENT:** University of Maryland University College**CONTRACT NO. & TITLE:** RFP 90583 Web Database and Lettershop Services

REMARKS: (continued) The Office of the State Comptroller has verified under Control Number 03-2158-1111, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office that the vendor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland. The contractor **IS** a resident business under the guidelines of BPW Advisory P-003-95.

BOARD OF PUBLIC WORKS

APPROVED DISAPPROVED WITH DISCUSSION

THE ABOVE REFERENCED ITEM WAS:

DEFERRED WITHDRAWN WITHOUT DISCUSSION

SUPPLEMENT C**ST. MARY'S COLLEGE OF MARYLAND****December 3, 2003**

Contact Person: Renee Thomas 240 895-4307
SMCM Rep: Charles C. Jackson, Assoc. VP for Facilities 240 895-4412

SERVICE CONTRACT: A/E**ITEM:** 2-A/E**DEPARTMENT:** St. Mary's College of Maryland**CONTRACT NO. & TITLE:** Contract No. AAT-04, an Indefinite Quantity Contract for Programming and Design Services.**DESCRIPTION:** The Architectural/Engineering firm for this project will provide programming services for a Music and Auditorium Addition, a New Amphitheater, and the Renovation of Existing Theater in Montgomery Hall. In addition, the firm will provide design services for various projects in Montgomery Hall, the College's fine arts building.**PROCUREMENT METHOD:** A/E procurement requirements of the SMCM Board of Trustees' Procurement Policy, as authorized under Section 14-205 (f) of the Education Article of the Annotated Code of Maryland, stipulate that the award will be made on a negotiated fee basis to the firm which ranks highest after evaluation of the technical scores.**PROPOSALS:**

| | | |
|---|------------------|------|
| Ayers/Saint/Gross | Baltimore, MD | 45.0 |
| Bohlin Cywinski Jackson | Philadelphia, PA | 39.5 |
| Grieves, Worrall, Wright & O'Hatnick (GWWO) | Baltimore, MD | 36.1 |

NEGOTIATED AWARD: Ayers/Saint/Gross**AMOUNT:** \$300,000**PERFORMANCE BOND:** A performance bond will not be required for this contract.**FUND SOURCE(s):** The source of funds for this work is the College's plant funds; Trustee budget approval is pending.

SUPPLEMENT C

ST. MARY'S COLLEGE OF MARYLAND

December 3, 2003

SERVICE CONTRACT: A/E**ITEM:** 2-A/E**DEPARTMENT:** St. Mary's College of Maryland**CONTRACT NO. & TITLE:** Contract No. AAT-04, an Indefinite Quantity Contract for Programming and Design Services.

REMARKS: The ability of Ayers Saint Gross to provide the highest quality professional services to colleges and universities, including those with sensitive historic contexts, is well established. Ayers Saint Gross possesses experience programming and designing performing arts buildings for various Universities. The firm's clients have included The University of Maryland, The University of Baltimore, The University of Virginia, Johns Hopkins University, University of Delaware, Old Dominion University and Syracuse University. In addition, the firm has significant experience in campus planning, which is essential for the programming of these projects.

CERTIFICATION: The Office of the State Comptroller has verified, under Control Number 03-2268-1111 that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the Contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

BOARD OF PUBLIC WORKS ACTION**APPROVED****DISAPPROVED****WITH DISCUSSION**

THE ABOVE REFERENCED ITEM WAS:**DEFERRED****WITHDRAWN****WITHOUT DISCUSSION**

SUPPLEMENT E

MARYLAND ENVIRONMENTAL SERVICE

December 3, 2003

Contact: Ellen Frketic (410) 974-7276

CONSTRUCTION/CONTRACT**ITEM** 1-C-MOD**ORIGINAL CONTRACT APPROVED:** July 3, 2002 (Item 1-C)**ORIGINAL CONTRACT NO. AND TITLE**02-04-14
Jessup Correctional Complex
Water Distribution and Wastewater
Collection System Rehabilitation (Phase II)**CONTRACTOR**Schummer, Inc.
Mayo, Maryland

DESCRIPTION OF ORIGINAL CONTRACT: The project activities under the Phase II improvements are being performed at the Patuxent Institution, the Clifton T. Perkins Hospital Center, and the Maryland Correctional Institution for Women (MCI-W) in Jessup. The scope of work for this project at Patuxent and Perkins consists of cleaning and relining over 2,260 feet of existing water mains, replacing defective fire hydrants and isolation valves, upgrading a wastewater pumping station and upgrading several sewer laterals. At MCI-W, a sewer line to the Dorsey Run wastewater treatment plant is being upgraded. Rehabilitation of manholes is also included.

DESCRIPTION OF MODIFICATION: This change order is to relocate water and sewer lines to accommodate the construction of a new support services building at MCI-W. The project includes installing 230 linear feet of 12" water main and 270 linear feet of 12" sewer line and 3 manholes.

TERM OF ORIGINAL CONTRACT: 364 days**TERM OF MODIFIED CONTRACT:** 45 days**FUND SOURCE:** 064 MCCBL 97 (PCA# 10504)
197 MCCBL 01 (PCA# 10851)**ORIGINAL CONTRACT AMOUNT:** \$ 1,022,865.00**MODIFICATIONS TO DATE:** \$ 192,739.78**AMOUNT THIS MODIFICATION:** \$ 424,675.00

SUPPLEMENT E

MARYLAND ENVIRONMENTAL SERVICES

December 3, 2003

CONTRACT MODIFICATION:**ITEM:** 1-C-MOD (Continued)**REVISED TOTAL CONTRACT AMOUNT:** \$ 1,640,279.78**PERCENTAGE INCREASE:** 41.54%

REMARKS: The tasks specified in this modification were initially part of the Jessup Phase III water and sewer project for which MES solicited bids in July of 2003. Because the bid prices for Phase III came in at almost three times the engineer's estimate, MES cancelled the bid. This delayed Phase III to the point where it became apparent that there would be a conflict between an ongoing Department of Public Safety and Correctional Services construction project at MCI-W and the Phase III contractor. This change order is necessary to avoid hampering the progress of the new Support Services Building at MCI-W, which is in an area where there are existing underground water and sewer lines.

The Contractor has committed to meet the Minority Business Enterprise (MBE) participation goal of 5%.

The Office of the State Comptroller has verified, under Control Number 02-1202-0111 that Schummer, Inc. has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

Schummer, Inc. is a resident business under the guidelines of BPW Advisory P-003-95 (Revised).

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



Approved

Disapproved

Deferred

Withdrawn



With Discussion ✓

Without Discussion

SUPPLEMENT F
MORGAN STATE UNIVERSITY

December 3, 2003

Churchill B. Wortherly (443-885-3074)

REAL PROPERTY LEASE

ITEM: 1-L-MOD

DEPARTMENT: Morgan State University

LESSOR: Northwood Assoc/Limited Partnership

PROPERTY LOCATION: Northwood Apartments
4300 Marble Hall Road, Baltimore, 21218

SPACE TYPE: One- and two-bedroom furnished or unfurnished apartments

LEASE TYPE: Renewal and Modification

CONTRACT TERM:

Initial Term: August 15, 1998 to August 14, 2000
(Board Approval: August 5, 1998 (Morgan Item 3-L))

First Renewal and Modification: *Retroactive Board approval requested for:*
August 15, 2000 to August 14, 2001

Second Renewal and Modification: August 15, 2001 to May 31, 2003
(Board Approval: Sept. 4, 2002 (Morgan Item 1-L Mod))

Third Renewal and Modification: *Retroactive Board approval requested for:*
June 1, 2003 to December 31, 2003 (renewal term in lease)
January 1, 2004 to May 31, 2004 (modified term to extend)

FUND SOURCE: Current Unrestricted

APPROPRIATION CODE: 36.13.00

SUPPLEMENT F
MORGAN STATE UNIVERSITY
December 3, 2003

REAL PROPERTY LEASE

ITEM: **1-L-MOD (cont'd)**

AMOUNT:

First Renewal Period:

Annual per student cost of \$3,122 = \$1,108,812.55 (actual expenditure)

Third Renewal Period:

Annual per student cost of \$3,267 = \$980,244 (maximum annual rent) *

* The number of students placed at the Northwood Apartments is at the University's sole discretion and rent will be charged per actual student residing there. Fall semester 2003: placed 400 students. Spring semester 2004: anticipate 200 students.

REMARKS:

Retroactive Approval. The University is requesting retroactive approval of two Renewals and Modifications (the First and the Third) to the 1998 lease. The University executed the First Renewal and Modification to the lease without the requisite Board approval, and is now seeking retroactive approval. The Board retroactively approved the Second Renewal and Modification which extended the lease through May 31, 2003. When the second renewal expired, the University did not seek Board approval for the Third Renewal. The University now seeks retroactive approval of the Third Renewal and Modification that extends the lease through May 31, 2004.

The University will follow up with the Board of Public Works to provide detail regarding plans to address any future overflow student housing needs.

The lessor is responsible for utilities and custodial services. There are no special conditions in the lease.

The Office of the State Comptroller has verified, under Control Number 03-1670-0111 that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland. The contractor is a resident business under the guidelines of BPW Advisory P-003-95-Revised.

This item was previously submitted as Item 2-L-MOD on November 12, 2003.

Board of Public Works Action:

The above referenced item was:

Approved

Disapproved

Deferred

Withdrawn

With Discussion ✓

Without Discussion

DEPARTMENT OF TRANSPORTATION

ACTION AGENDA

CONSTRUCTION CONTRACT:

ITEM: 1-C

MARYLAND AVIATION ADMINISTRATION: Baltimore/Washington International Airport (BWI)

CONTRACT NO. & TITLE: MAA-CO-03-003
Airport Triturator Building Rehabilitation at
BWI
ADPICS NO. MAACO03003

DESCRIPTION: This contract provides for the rehabilitation of the existing Triturator building located near the fuel farm at BWI Airport and the installation of a new Triturator building adjacent to the existing building. The Triturator facility processes sanitary waste from aircrafts prior to being disposed in the sanitary sewer system. The work will provide additional capacity to accommodate air service needs, and provide redundancy for the current Triturator building. The specific work involves installing new lighting, ventilation system, construction of a concrete pit to house the grinder motor, steel hopper, steel grating, floor washing system, grinder motor, and the necessary electrical power.

PROCUREMENT METHOD:

Competitive Sealed Bidding

AWARD:

Jack H. Kidd Associates, Inc.
Baltimore, MD

CONTRACT TERM:

The project duration is 180 calendar days.

- This Contract was advertised in the Maryland Contract Weekly, and The Afro-American.
- The Notice to Contractors was sent to seven (7) minority organizations and five (5) construction industry clearinghouses.
- Eight (8) contractors, all of which were Maryland firms, purchased plans and specifications. Copies of the plans and specifications were sent to five (5) minority organizations.
- 8.75% of the work will be performed MDOT Certified MBE firms with 4% participation from African American Owned firms and 3% from Women Owned firms.

AMOUNT: \$568,918.00

A Performance Bond, of 100% of the award amount, exists for this Contract.

FUND SOURCE: 100% Special Funds Budgeted to MAA

Appropriation Code: 29.09.00.03
Object/Subject: 1455
Title of Program: Airport Facilities
Capital Equipment

BIDS:

Jack H. Kidd, Inc. \$568,918.00
Baltimore, MD

Orfanos Contractor, Inc. \$614,928.00
Baltimore, MD

Miller Construction, Inc. \$687,070.00
Laurel, MD

M. Stancliff Construction Company \$787,850.00
Seabrook, MD

REMARKS: The Engineer's estimate for this project is \$580,000.00.

“The Office of the State Comptroller has verified, under Control No. 03-2120-1111, that the recommended contractor has **no known deficiencies** in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller’s Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.”

The Contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

Received 195

DEPARTMENT OF TRANSPORTATIONACTION AGENDACONSTRUCTION CONTRACTITEM: 2-CMARYLAND PORT ADMINISTRATION: Former Kurt Iron and Metal FacilityCONTRACT NO. & TITLE: 502818
Environmental & Solid Waste Disposal
at the former Kurt Iron & Metal Facility
ADPICS NO. P502818DESCRIPTION: This contract consists of environmental and solid waste handling, transportation and disposal; including tires, abandoned automobile, abandoned truck, office trailers, concrete/masonry, wood, soil and other debris, possible friable asbestos-containing materials, scrap metal, municipal solid waste, and characterization and manifesting when necessary, and all related work at the former Kurt Iron and Metal Facility, 3000 Childs Street, Baltimore, Maryland.PROCUREMENT METHOD: **Competitive Sealed Bidding**
(One Bid Received)AWARD: Potts and Callahan, Inc.
Baltimore, MD

- This Solicitation was advertised in the Maryland Contract Weekly, The Daily Record and the MPA Web Page.
- Five (5) Minority Associations were sent Notices and information on the contract. Twelve (12) Maryland contractors were solicited with Invitations to Bid.
- Twenty-Five (25) bid packages were distributed; all were Maryland firms.
- 18% of the work will be performed by MDOT Certified MBE firms with 5% participation by African-American owned firms and 7% participation by Women-owned firms.

AMOUNT: \$2,344,623.00

196

A Performance and Payment Bond for 100%
of the award amount exists for this contract

CONTINUED

FUND SOURCE:

100% Special Funds Budgeted to MPA

Appropriation Code: J03-D0002
Object/Subobject: 14 / 99
Title of Program: Port Facilities &
Capital Equipment

REMARKS: The Engineer's estimate for this work was \$2,615,950.00. The contract duration is One-Hundred Twenty (120) workdays from written Notice to Proceed.

This Competitive Sealed Bid was processed using the Multi-Step Sealed Bidding method which means a two-phase process in which bidders submit unpriced technical offers to be evaluated by the MPA, and a second phase in which bidders whose technical offers are found to be acceptable during the first phase, have their price bids opened. A Two-Step bid process was undertaken to ensure that qualified Contractor's were contracted to perform this specialty work.

"The Office of the State Comptroller has verified under Control No. 03-1119-1111, that the recommended contractor has **no known deficiencies** in the payment of their Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland."

The contractor is a resident business under guidelines of BPW Advisory P-003-95 **Revised**.

This Item was previously submitted and withdrawn as Item 3-C on the 7/02/03 DOT Agenda.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

Received

197

DEPARTMENT OF TRANSPORTATIONACTION AGENDACONSTRUCTION CONTRACTITEM: 3-CMARYLAND TRANSIT ADMINISTRATION

CONTRACT NO. & TITLE: T-0459-0140
Metro Maintenance Facility at Old Court Station
ADPICS NO. T04590140

DESCRIPTION: This contract is for a two-story, 24,000 sq. ft. maintenance facility South of the Metro tracks. Additionally, two prefabricated one-story, 8,350 sq. ft. and 1,875 sq. ft. storage buildings are also to be built North of the tracks. These buildings will house railcar Maintenance Operations. The surrounding outdoor track area has been designated to accommodate parking for 85 railcars.

PROCUREMENT METHOD: **Competitive Sealed Bidding**

AWARD: The Whiting-Turner Contracting Company
Baltimore, MD

- This Solicitation was advertised in the Maryland Contract Weekly, Reed Construction Data, F.W. Dodge Reports, Maryland Highway Contractors Association, Governor's Office of Minority Affairs, Maryland Minority Contractors Association, and Maryland Metropolitan Association & Minority Contractors.
- Thirty-three (33) firms were sent bid packages, twenty-eight (28) were Maryland firms. Three (3) bids were received.
- 18% of the work will be performed by MDOT Certified MBE Firms.

AMOUNT: \$10,708,887.00

A Performance Bond, for 100% of the award, exists for this contract.

FUND SOURCE: 100% Special Funds Budgeted to MTA

Appropriation Code: J05H0105

Object/Subobject: 1455

Title of Program: Facilities & Capital
Equipment CONTINUED

198

BIDS:

| | |
|---|-----------------|
| The Whiting-Turner Contracting Co. Baltimore, MD | \$10,708,887.00 |
| Atlantic Builders Group Baltimore, MD | \$10,752,303.91 |
| James Ancel, Inc. Towson, MD | \$11,777,129.00 |

REMARKS: The engineer's estimate for this contract was \$10,666,962.00. Contract duration is 500 calendar days from Notice to Proceed.

"The Office of the State Comptroller has verified under Control No. 03-2119-1111 that the recommended contractor has **no known deficiencies** in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland."

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 **Revised**.

The new roofs will be required to meet the requirement of the Department of General Services policy on roof warranties. The roofs will be warranted for twenty (20) years.

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

Approved

With Discussion

Disapproved

Without Discussion

Deferred

Withdrawn

199

Received

DEPARTMENT OF TRANSPORTATION

ACTION AGENDA

CONTRACT MODIFICATION: (Construction)

ITEM: 4-C-MOD

MARYLAND AVIATION ADMINISTRATION: Baltimore/Washington International Airport (BWI)

ORIGINAL CONTRACT NO. & TITLE: MAA-CO-02-028
Bus Maintenance Facility at BWI
ADPICS NO. CO156279

ORIGINAL CONTRACT APPROVED: Item No. 31-EX, DOT Agenda 01/22/03

CONTRACTOR: James W. Ancel
Towson, MD

MODIFICATION: Change Order No. 1 provides for acceleration and incentive payments to the contractor to open the New Bus Maintenance Facility on December 15, 2003 commensurate with the opening date of the New Consolidated Rental Car Facility at BWI. Weather related delays have delayed the Bus Maintenance Facility opening to late January 2004. Accelerating the contractor through a combined acceleration/incentive arrangement, will improve service to the rental car customers and tenant agencies by negating the need for a temporary maintenance/operations facility and improving the shuttle bus dispatching and operation for the new rental car facility.

AMOUNT: \$200,000.00

FUND SOURCE: 100% Customer Facility Charge Revenue Bond

ORIGINAL CONTRACT AMOUNT: \$6,738,020.00

REVISED CONTRACT AMOUNT: \$6,938,020.00

PERCENTAGE INCREASE: 3%

200

CONTINUED

Continued

REMARKS: The New Consolidated Rental Car Facility consists of an 8,400 space, two-level garage, 46,000 sf Customer Service Building, and a Bus Maintenance and Operation Facility. The new facility consolidates all rental car agencies activities at one location served by free shuttle bus service to and from the Airport.

This Item was previously submitted and withdrawn as Item 2-C-MOD on the 10/29/03 DOT Agenda.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

201

Received

DEPARTMENT OF TRANSPORTATIONACTION AGENDACONTRACT MODIFICATION: (Construction)ITEM: 5-C-MODMARYLAND TRANSIT ADMINISTRATIONORIGINAL CONTRACT NO. & TITLE: T-0529-0140
Repairs to Baltimore Metro Underground
Structures
ADPICS NO. CO156694ORIGINAL CONTRACT APPROVED: Item 4-C, DOT Agenda 01/05/01CONTRACTOR: International Restoration Services, LLC
Landover, MDMODIFICATION: Change Order No. 1 is the final reconciliation of quantities based upon original contract prices, which reflect the actual quantities used in the contract.AMOUNT: (\$126,629.57)FUND SOURCE: 80% Federal Funds
20% Special Funds Budgeted to MTA

Appropriation Code: J05 H0105
Object/Subobject: 1455
Title of Program: Facilities & Capital
Equipment

ORIGINAL CONTRACT AMOUNT: \$2,224,595.50REVISED CONTRACT AMOUNT: \$2,097,965.93PERCENTAGE INCREASE: -6% (C.O. #1)

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

202

Received

DEPARTMENT OF TRANSPORTATIONACTION AGENDACONTRACT MODIFICATION: (Construction)ITEM: 6-C-MODMARYLAND TRANSIT ADMINISTRATIONORIGINAL CONTRACT NO. & TITLE: T-0926
ADA Ancillary, Minor Construction Repairs
& Maintenance
ADPICS NO. CO156673ORIGINAL CONTRACT APPROVED: Item 3-C, DOT Agenda 09/20/00CONTRACTOR: Flippo Construction Company
Forestville, MDMODIFICATION: Change Order No. 1 is the final reconciliation of quantities based upon original contract prices, which reflect the actual quantities used in the contract.AMOUNT: (\$61,206.56)FUND SOURCE: 80% Federal Funds
20% Special Funds Budgeted to MTA.

Appropriation Code: J05 H0105
Object/Subobject: 1482
Title of Program: Facilities & Capital Equipment

ORIGINAL CONTRACT AMOUNT: \$382,750.00REVISED CONTRACT AMOUNT: \$321,543.44PERCENTAGE INCREASE: -16% (C.O. #1)

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

203

Received

DEPARTMENT OF TRANSPORTATIONACTION AGENDACONTRACT MODIFICATION:ITEM: 7-M-MODMARYLAND AVIATION ADMINISTRATION: Baltimore/Washington International Airport (BWI)ORIGINAL CONTRACT NO. & TITLE: MAA-MC-2001-016
Snow Melter Operations at BWI
ADPICS NO. CO157510ORIGINAL CONTRACT APPROVED: Item 3-M, DOT Agenda 12/13/00CONTRACTOR: East Coast Sweeping, Inc.
Annapolis Junction, MDMODIFICATION: Amendment No. 1 provides for an additional four (4) snow melters including a front-end loader and operator for each snow melter to improve snow removal operations in response to increased aircraft/airlines operations and improve collection of deicing materials. These additional snow melters will supplement the two (2) snow melters provided under the current contract. The increased rate is the annual fee for mobilization/demobilization and maintenance.AMOUNT: \$396,272.86

A performance bond for 100% of the amount exists for this Contract.

FUND SOURCE: 100% Special Funds Budgeted to MAA
Appropriation Code: 29.09.00.02
Object/Subobject: 1427
Title of Program: Airport OperationsORIGINAL CONTRACT AMOUNT: \$2,982,960.00REVISED CONTRACT AMOUNT: \$6,455,614.38PERCENTAGE INCREASE: 13% (Amendment No. 1)
116% (Overall including Renewal Nos. 1 & 2)

204

CONTINUED

REMARKS: The MAA awarded a 2-year contract, with two (2), 1-year renewals, to Aero Snow Removal, to perform snow and ice melting operations using two snow melters at BWI. The MAA is currently in Renewal No. 1 of the contract from January 1, 2003 to December 31, 2003, and will start Renewal No. 2 in January 2004.

To address the growing number of aircraft movements and overnight aircraft parking associated with the airline's timetables for arrivals and departures, the MAA needs to increase the level of snow removal operations. Due to restrictions of where snow can be piled on the airfield and aircraft ramps, there is no longer sufficient ramp space to pile snow to wait for natural melting. The MAA is also under Federal and State mandates to collect snow and ice contaminated with deicing chemicals.

Use of additional snow melters will allow MAA to collect and melt snow over existing collection drains for retention and ultimate disposal in to the sanitary sewer.

"The Office of the State Comptroller has verified, under Control Number 03-1528-1111, that the recommended contractor **has no known deficiencies** in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland".

The contractor is a resident business under the guidelines of BPW Advisory P-003-95, **Revised**.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

Received

205

DEPARTMENT OF TRANSPORTATION

ACTION AGENDA

CONTRACT MODIFICATION:

ITEM: 8-M-MOD

MARYLAND AVIATION ADMINISTRATION: Baltimore/Washington International Airport (BWI)

ORIGINAL CONTRACT NO. & TITLE: MAA-MC-2002-009E
Snow Removal Services at BWI
ADPICS NO. CO157511

ORIGINAL CONTRACT APPROVED: Item 2-M, DOT Agenda 10/03/01

CONTRACTOR: P. Flanigan & Sons, Inc.
Severn, MD

MODIFICATION: Amendment No. 2 provides for contractor to guarantee the availability of additional snow plows, loaders and other equipment including operating personnel for snow removal services on the aircraft ramp areas. This additional equipment will allow MAA to be more responsive to airline arrival and departures and improve airport operations during snow events.

AMOUNT: \$295,000.00

A Performance Bond for 100% of the amendment amount exists for this Contract.

FUND SOURCE: 100% Special Funds Budgeted to MAA

Appropriation Code: 29.09.00.02
Object/Subobject: 1427
Title of Program: Airport Operations

ORIGINAL CONTRACT AMOUNT: \$1,771,850.00

REVISED CONTRACT AMOUNT: \$3,916,850.00

PERCENTAGE INCREASE: 17% (Amendment No. 2)
271% (Overall)

206

CONTINUED

REMARKS: In 2001 the MAA awarded a three (3) year contract to provide snow and ice removal operations at BWI. The MAA is currently in the third year of the original contract, which ends October 31, 2004.

To better address airfield and landside operating requirements during snow events, the MAA needs to increase the level of snow removal operations. The amendment will provide additional equipment and operators for snow removal of specific areas on the airfield. This allows MAA personnel to concentrate on runways and taxiways, and be more responsive to airline operations and schedules.

"The Office of the State Comptroller has verified, under Control Number 03-2161-1111, listed below, that the recommended contractor **has no known deficiencies** in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland".

Contractor is a resident business under the guidelines of BPW Advisory P-003-95, **Revised**.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

Received

207

DEPARTMENT OF TRANSPORTATION

ACTION AGENDA

LEASE

ITEM: 9-L

MARYLAND AVIATION ADMINISTRATION: Baltimore/Washington International Airport (BWI)

NATURE OF REQUEST: This lease grants to the Maryland Transportation Authority (the Authority) leasehold interests in certain land and improvements at BWI as a condition precedent to the issuance of revenue bonds to finance up to \$75,000,000 in capital improvement costs, including issuance costs, bond insurance, liquidity providers and other related costs.

The leasehold includes:

- Upper level terminal roadway extension and terminal access/return roadway;
- Upper level terminal roadway widening and pedestrian overpasses;
- Runway 15 R parallel taxiway and aircraft parking ramp; and
- Common use terminal equipment and improvements for the International terminal.

TERM:

The term of the lease will not exceed the final maturity of the bonds which is expected to be 10 years from the date of authentication and delivery of the bonds, which is expected to be in December, 2003.

LESSEE: Maryland Transportation Authority

REVENUE: Assignment of passenger facility charges to the Authority by MAA as sublessee.

REMARKS: This lease is required to comply with statutory mandates regarding the bonds to be issued to finance the costs of the BWI capital improvements, and is consistent with previous bond financings by the Authority of BWI facility improvements in 2002.

CONTINUED

This Item was previously submitted and withdrawn from the 10/29/03 DOT Agenda as Item 9-L.

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

Approved

With Discussion

Disapproved

Deferred

Without Discussion

Withdrawn

209

Received

DEPARTMENT OF TRANSPORTATIONACTION AGENDA

CONTRACT MODIFICATION: (Lease)

ITEM: 10-L-MOD

MARYLAND PORT ADMINISTRATION

LESSOR: Maryland Port Administration

LESSEE: Pride of Baltimore, Inc.

PROPERTY LOCATION: Property is a floating vessel, *Pride of Baltimore II*, which is moored in Baltimore Harbor part of the time and sails worldwide the remainder of the time.

TERM: Three-month extension to 15-year bare boat Charter, which expires December 21, 2003.

REVENUE/CONSIDERATION: One dollar per year.

The lessee provides activities for the promotion of the economic welfare and the maritime industry of the State of Maryland. These activities will include sails to, and events at, various port locations worldwide.

REMARKS: Maryland's Pride, the vessel *Pride of Baltimore II*, has a multi-faceted mission including the following:

- Providing Maryland state agencies and corporations a unique marketing tool in promoting the expansion of Maryland's economic base;
- Serving as an international Goodwill Ambassador and as a visual representative of Maryland's history, technology, entrepreneurship; and
- Providing a special learning program for Maryland's schoolchildren via internet classroom aids and the ship's "hands-on" maritime and team building experience.

The State of Maryland has no other vehicle to promote the missions of at least four of its major agencies: Department of Business and Economic Development, Transportation, Agriculture, and Education.

This agreement is a charter agreement wherein the private, non-profit corporation, Pride of Baltimore, Inc., takes responsibility for the operation of the vessel.

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

Approved

Disapproved

Deferred

With Discussion

Without Discussion

Withdrawn

Received

211

DEPARTMENT OF TRANSPORTATIONACTION AGENDAMISCELLANEOUS:

Lease and Concession Contract

ITEM: 11-GMMARYLAND AVIATION ADMINISTRATION: Baltimore/Washington International Airport (BWI)CONTRACT NO:

MAA-LC-03-054

NATURE OF REQUEST: To lease twenty-five (25) compressed natural gas (CNG) buses to the Contractor to provide shuttle bus services for rental car customers between the Airport Terminal Building and the Consolidated Rental Car Facility (CRCF).CONTRACTOR: BWI RAC, LLC, a Delaware Limited Liability Company, wholly owned by the Consortium of BWI rental car companies.REVENUE: One Dollar (\$1.00) per year for the full term of the Lease.DURATION: Term shall commence as of the date that the buses are turned over to the Contractor, which is anticipated to be approximately December 15, 2003, and shall be for the same duration as the Rental Car Lease and Concession Contracts which is a ten (10) year term with one ten (10) year option exercisable by the MAA.REMARKS: The Rental Car Lease and Concession Contracts (DOT Agenda Item 23-GM, 5-22-02 BPW) ("Rental Car Contracts") provide that the Contractor shall enter into a contract with a Common Shuttle Bus Fleet Operator (CSBFO) to operate bus service for rental car companies' customers between the BWI Terminal Building and the CRCF.

As part of the CRCF project, funds were allocated for the Administration to purchase compressed natural gas (CNG) buses.

The Rental Car Contracts provide that the Administration purchased buses, shall be leased to the Contractor so the CSBFO can perform the transportation services set forth in the Rental Car Contracts.

CONTINUED

"The Office of the State Comptroller has verified under Control No. 03-2248-0000 that the recommended Contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the Contractor is approximately registered to conduct business within the State to the extent required by the laws of Maryland."

The Contractor is a resident business under guidelines of BPW Advisory P 003-95 **Revised.**

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

| | | | |
|-----------------|--------------------|----------|-----------|
| Approved * | Disapproved | Deferred | Withdrawn |
| With Discussion | Without Discussion | Received | |

** - Item approved contingent upon successful completion of negotiations with no material changes to the contract.*

DEPARTMENT OF TRANSPORTATIONACTION AGENDAMISCELLANEOUS:

Lease and Concession Contract

ITEM: 12-GMMARYLAND AVIATION ADMINISTRATION: Baltimore/Washington International Airport (BWI)CONTRACT NO:

MAA-LC-04-009

NATURE OF REQUEST: To lease a Common Shuttle Bus Maintenance Facility (CSBMF) to Contractor in order that Contractor may provide cleaning, maintenance, and repair services for the twenty-five (25) CNG buses to be leased to Contractor under Contract No. MAA-LC-03-054.CONTRACTOR: BWI RAC, LLC, a Delaware Limited Liability Company, wholly owned by the Consortium of BWI rental car companies.REVENUE: One Dollar (\$1.00) per year for the full term of the Lease.DURATION: Term shall commence upon the date of beneficial occupancy of the CSBMF to the Contractor, which is anticipated to be approximately December 15, 2003, and shall be for the same duration as the Rental Car Lease and Concession Contracts which is a ten (10) year term with one ten (10) year option exercisable by the MAA.REMARKS: Rental Car Lease and Concession Contracts (DOT Agenda Item 23-GM, 5-22-02 BPW) ("Rental Car Contracts") provide that the Contractor shall enter into a lease of a Common Shuttle Bus Maintenance Facility with the Administration in order to clean, maintain and repair the Common Shuttle Bus fleet leased from the Administration and, further that all CSBF maintenance shall be performed at the CSBMF, that facility also to be leased to the Contractor.

"The Office of the State Comptroller has verified under Control No. 03-2248-0000 that the recommended Contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the Contractor is approximately registered to conduct business within the State to the extent required by the laws of Maryland."

CONTINUED
214

The Contractor is a resident business under guidelines of BPW
Advisory P-003-95 **Revised**.

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

Approved *

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

Received

** - Item approved contingent upon successful completion of negotiations with no material changes to the contract.*

DEPARTMENT OF TRANSPORTATIONACTION AGENDAGENERAL/MISCELLANEOUS

ITEM: 13-GM

TITLE: Dundalk Marine Terminal Wastewater Treatment Plant for Chromium Contaminated Groundwater

DESCRIPTION: This item is an amendment to the existing agreement dated July 6, 1995 to provide environmental services at the Dundalk Marine Terminal (DMT). This amendment is for the construction and operation of a wastewater treatment plant for the treatment of Chromium contaminated groundwater at the DMT. Major items include a chemical precipitation system, outside storage tanks and bar screens to handle contaminated debris. New equipment will be installed in an existing building shell. The new plant will be operated as an extension of current operations at the terminal.

Maryland Environmental Services (MES) will receive \$3,500,000.00 for the construction of the treatment plant. The annual operation costs will be included in the annual submission of the DMT environmental services budget request by MES to MPA.

PROCUREMENT MEHTOD: **Interagency Agreement**

AGENCY: Maryland Environmental Services

AMOUNT: \$3,500,000.00 for Construction

*Operation Costs are negotiated annually and are estimated to be \$233,723.00 for FY 2004.

FUND SOURCE: TBD by MPA (Capital Funds Project)

REMARKS: During the late 1960's and early 1970's, a portion of the DMT was constructed using Chrome Ore Processing Residue (COPR), a byproduct of chromium chemical manufacturing. The COPR was produced at the now closed Allied Chemical plant located in Baltimore City. The COPR was used as fill material in the expansion of the terminal. Over the years, approximately three million tons of COPR were disposed of at the DMT site. In the early 1970's, State environmental regulatory officials determined that the use of COPR in the expansion of the DMT facility has resulted in adverse impacts to the waters of Baltimore Harbor due to the leaching and subsequent discharge of hexavalent chromium, and prohibited use of the COPR as fill material. In 1992, the Department of the Environment directed the Maryland Port Administration to prepare and implement a plan to

prevent the discharge of chromium to Baltimore Harbor. The construction and operation of the proposed groundwater pump and treat system is an integral part of the approved plan to control the discharge of chromium from DMT. The system will extract contaminated groundwater from beneath the site and reduce the concentration of chromium to levels that can be safely discharged to Baltimore Harbor.

MES has established a Minority Business Enterprise participation goal of 15%, based on the amount of subcontractable work.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

Received

217

DEPARTMENT OF TRANSPORTATIONACTION AGENDAGENERAL/MISCELLANEOUS

ITEM: 14-GM

MARYLAND TRANSIT ADMINISTRATION

CONTRACT NO. & TITLE: MTA-0981A
Paratransit Services
ADPICS NO. TMTA0981A

DESCRIPTION: In accordance with COMAR 21.10.02.11, this is a request to approve a contract in the face of a protest to protect substantial state interest. This contract will provide ADA mandated paratransit services. The service is provided seven (7) days a week, 24-hours per day. The service area includes Baltimore City and all portions of Baltimore and Anne Arundel Counties which are located inside the Baltimore Beltway. The awards specify two service levels to be provided by multiple contractors.

These contracts feature several significant changes over the current service model, including the use of multiple contractors which shall provide paratransit service dedicated solely to MTA. Each contractor is to provide a local facility, new vehicles, drivers, support vehicles and necessary support staff to operate the service.

PROCUREMENT METHOD: **Competitive Sealed Proposals**

AWARDS: Laidlaw Transit Services, Inc (Service Level Option B – 60%)
Chapel Hill, NC

MV Transportation, Inc. (Service Level Option A – 40%)
Fairfield, CA

- This Solicitation was advertised in the Maryland Contract Weekly.
- A total of eight (8) firms submitted proposals.
- 20% of the work will be performed by MDOT Certified MBE firms, including 10% by Women owned and 8% by African American owned minority businesses.

Continued

TERM:

The initial contract term is three-years, including two (2), two-year renewal options. (see remarks)

AMOUNT:

\$24,986,121.00 (Service Level Option B)
\$17,673,535.00 (Service Level Option A)

FUND SOURCE:

100% Special Funds Budgeted to MTA

Appropriation Code: 29.08.01.02
Object/Subobject: 0897
Title of Program: Bus Operations

PROPOSALS:

| | <u>Technical Ranking</u> | Financial Offer* <u>Option B</u> | Financial Offer* <u>Option A</u> |
|---|--------------------------|-------------------------------------|-------------------------------------|
| Laidlaw Transit Services Chapel Hill, NC | 1 | \$24,986,121.00 | \$18,030,535.00 |
| MV Transportation, Inc. Fairfield, CA | 2 | \$24,986,769.00 | \$17,673,535.00 |
| First Transit, Inc. Cincinnati, OH | 3 | \$25,477,782.00 | \$17,785,093.00 |
| Yellow Transporation Baltimore, MD | 4 | \$27,332,116.00 | \$19,906,021.00 |

*NOTE: Financial offerors were evaluated based upon the sum of the three-year cost plus start up costs.

REMARKS: The total award amounts shall also include \$655,000 for estimated supplemental service required to meet peak demand and \$3,000,000 for estimated fuel reimbursement costs. The MTA plans to reimburse the contractors for actual fuel costs for revenue vehicles.

Following notice to proceed, the contractors have 120 days to transition into the service, with full implementation on or before July 1, 2004.

By approving this contract, the Board grants MDOT the authority to approve the unilateral exercise of the renewal option(s) at the scheduled times as provided for in the contract, and directs that the exercise of each option renewal be reported on a MDOT PAAR.

ITEM: 14-GM
Continued

CONTINUED
BPW – 12/03/03

“The Office of the State Comptroller has verified under the Control Numbers listed below, that the recommended contractor’s have no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller’s Office, or Department of Assessments and Taxation, as applicable, that the Contractors are appropriately registered to conduct business within the State to the extent required by the laws of Maryland.”

| | <u>Control Numbers</u> |
|--------------------------------|------------------------|
| Laidlaw Transit Services, Inc. | 03-2138-0111 |
| MV Transportation, Inc. | 03-2129-0010 |

The Prime Consultants are not resident businesses under the guidelines of BPW Advisory P 003-95 **Revised**.

This Item was previously submitted and withdrawn, as Item 30-GM, on the 11/12/03 Agenda.

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

Approved

Disapproved

Deferred

Withdrawn

With Discussion

Without Discussion

Received

There being no further business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sheila C. McDonald".

Sheila C. McDonald, Esq.
Executive Secretary

INDEX
December 3, 2003

| | |
|---|-----------------------------|
| Agriculture, Department | |
| Agricultural Cost Share Program | 51-53 |
| Attorney General | 85 |
| Aviation Administration | 194,200,204-209,212,214 |
| Budget & Management, Department of | 137,142,146,150,153,160,178 |
| Business & Management, Department of | 137,142,146,150,153,160,178 |
| Business & Economic Development, Department of | 15 |
| Environment, Department of | 54-57,180 |
| Environmental Trust, Maryland | 5 |
| Food Center Authority, Maryland | 61 |
| General Services, Department of | 12 |
| Capital Expenditures | |
| Western Maryland Flood Mitigation | 27 |
| The Baltimore Zoo | 28 |
| Great Blacks in Wax Museum | 32 |
| Park Heights Golf Range and Family Sports Complex | 34 |
| Baltimore County Detention Center | 36 |
| Silver Spring Innovation Center | 40 |
| Foundation School | 42 |
| Certifications | |
| Maryland Hall for the Creative Arts | 23 |
| Franklin Square Hospital Center | 24 |
| Carroll County General Hospital | 26 |
| Public Buildings & Grounds, Annapolis | 6 |
| Health & Mental Hygiene, Department of | 156,166 |
| Developmental Disabilities Administration | |
| Upper Shore CMHC | 99 |
| Family Health Administration | 174 |
| Pharmacy, Maryland Board of | 96 |
| Women Infants and Children (WIC) Program | 170 |
| Higher Education Commission, MD | |
| Community Colleges | |
| Baltimore City Community College | 10,16 |
| Cecil County Community College | 44 |
| Prince George's Community College | |
| Largo Campus | 45 |
| Wor-Wic Technical Community College | 46 |
| Housing & Community Development | 66-69 |
| Human Resources, Department of | 106,117,122 |
| Child Support Enforcement Administration | 125 |
| Social Services Administration | 130 |

INDEX
December 3, 2003
cont'd

| | |
|---|-------------------------|
| Juvenile Services, Department of | 71 |
| Lottery, Maryland State..... | 103,163 |
| Maryland Transit Administration..... | 91,128,202-203,218 |
| Maryland, University System of | |
| Maryland, University of | |
| University College..... | 186 |
| Military Department..... | 13 |
| Natural Resources, Department of..... | 4,58 |
| Forest Products..... | 83,84 |
| Program Open Space..... | 73 |
| Port Administration..... | 196,210,216 |
| Public Safety and Correctional Services, Department of..... | 18,134 |
| Corrections, Division of | |
| Correctional Training Center..... | 8 |
| Correctional Institute for Women (Jessup) | 58,190 |
| Drinking/Driving Monitoring Program | 21 |
| Public Works, Board of | |
| Wetlands Administration | 48-50 |
| Retirement and Pension System..... | 14 |
| St. Mary's College of Maryland | 188 |
| Stadium Authority, Maryland | 62-65 |
| Transportation, Department of | |
| Aviation Administration | 194,200,204-209,212,214 |
| Maryland Transit Administration..... | 91,198,202-203,218 |
| Port Administration..... | 196,210,216 |
| Upper Shore CMHC | 99 |