

*BALTIMORE COUNTY COUNCIL
NOTES TO THE AGENDA
LEGISLATIVE SESSION 2016*

*Issued: September 8, 2016
Work Session: September 13, 2016
Legislative Day No. 16 : September 19, 2016*

*The accompanying notes are
compiled from unaudited
information provided by
the Administration and
other sources.*



OFFICE OF THE COUNTY AUDITOR

BALTIMORE COUNTY COUNCIL

September 19, 2016

NOTES TO THE AGENDA

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**BALTIMORE COUNTY COUNCIL AGENDA
LEGISLATIVE SESSION 2016, LEGISLATIVE DAY NO. 16
SEPTEMBER 19, 2016 6:00 P.M.**

CEB = CURRENT EXPENSE BUDGET
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CALL OF BILLS FOR FINAL READING AND VOTE

NO BILLS

APPROVAL OF FISCAL MATTERS/CONTRACTS

STEVE WALSH, DIRECTOR, DEPARTMENT OF PUBLIC WORKS

- 1 1. Contract – Clutter Control – On-call Snow Removal and Salt Application Services – DPW

DAVID LYKENS, DEPARTMENT OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY

- 4 2. Contracts – (2) – On-call Professional Services – Environmental Site Assessments - DEPS

AMY GROSSI, REAL ESTATE COMPLIANCE

- 7 3. Contracts – (6) – Professional Services – Real Estate Appraisals - PAI

ROBERT STRADLING, DIRECTOR, OFFICE OF INFORMATION TECHNOLOGY

- 10 4. Contract – Black and Veatch Corporation – Consulting & Engineering Services - OIT
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MISCELLANEOUS BUSINESS

WILL ANDERSON, DIRECTOR, DEPARTMENT OF ECONOMIC & WORKFORCE DEVELOPMENT

- 22 1. Res. 93-16 – Mrs. Almond(By Req.) – Economic Development Revenue Bond – 1412 Tangier, LLC.

VINCE GARDINA, DIRECTOR, DEPARTMENT OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY

- 24 2. Res. 94-16 – Mrs. Almond(By Req.) – Baltimore County Financial Assurance Plan

COUNCIL

3. Res. 95-16 – Mr. Jones – Property Tax Exemption – DAV – Dennis Hill
4. Res. 96-16 – Mr. Crandell – Property Tax Exemption – BLIND – Maybel E. Baylor
5. Res. 97-16 – Mr. Crandell – Property Tax Exemption – DAV – Charles F. Phillips, Jr.
6. Res. 98-16 – Mr. Crandell – Property Tax Exemption – DAV – William E. Berry
7. Res. 99-16 – Mr. Quirk – Property Tax Exemption – DAV – Mickey W. Reitterer

FM-1 (Contract)

Council District(s) All

Department of Public Works

On-Call Snow Removal and Salt Application Services

The Administration is requesting approval of a contract with Christopher Warfield d/b/a Klutter Control to provide on-call snow removal and salt application services. The contract commences November 1, 2016, continues through April 30, 2017, and may be automatically renewed for nine additional years (November 1 through April 30 constitutes a snow season). Compensation for this contract, together with all other contracts for these services, may not exceed the amount appropriated for snow removal and salt application services during the entire approximate 9-year and 6-month term of the agreement.

Fiscal Summary

Funding Source	Initial Term	Maximum Compensation
County	*	*
State	--	--
Federal	--	--
Other	--	--
Total	* (1)	* (2)

(1) The hourly rates for the contractor are \$110 and \$160, depending on the type of equipment provided, with no specified maximum compensation. The contract, together with all other contracts for these services, is limited in the aggregate to the amount appropriated for snow removal and salt application services. The contract amount is not reasonably estimable at this time.

(2) Maximum compensation together with all other contracts for these services for the entire approximate 9-year and 6-month term, including renewals, may not exceed the amount appropriated for snow removal and salt application services each year. The amounts are not reasonably estimable at this time.

Analysis

In accordance with the Department's snow removal plan, responsibility for most Priority 1 routes (i.e., roads with traffic volumes of at least 10,000 vehicles per day) will be assigned to contractors, allowing the County to focus its efforts on subdivision streets more quickly.

The contract commences November 1, 2016, continues through April 30, 2017, and may be automatically renewed for nine additional years on the same terms and conditions, unless the County provides notice of non-renewal. A snow season begins November 1st and ends April 30th. The contract does not establish a fixed dollar amount; rather, compensation for this contract, together with all other contracts for these services, may not exceed the amount appropriated for snow removal and salt application services during the entire contract term. The Department advised that an estimated amount for the contract is undeterminable due to the unpredictable nature and timing of snow falls (i.e., density and depth of snow falls, number of snow falls occurring during the season). The County may terminate the agreement by providing 30 days prior written notice.

The FY 2017 budget for the Storm Emergencies Program totals \$5,986,000, including \$1,100,000 for contractual snow removal services. The Department advised that snow removal expenditures for FY 2016 totaled approximately \$15.6 million, including approximately \$8.9 million for contractual services.

The contractor will provide one 1-ton pickup truck with a plow and spreader at an hourly rate of \$110 and one Kubota tractor with a 2 cubic yard bucket at an hourly rate of \$160 (for emergency use only). The contractor will be paid based on the actual hours the equipment is in service, including up to 2 hours for travel time (1 hour each to and from the County highway shop). Additionally, the minimum work shift for any dispatched truck is 4 hours. The County will provide all rock salt for spreading on road surfaces.

The Office of Budget and Finance, Purchasing Division advised that the pricing and contract terms are based on similar contracts established by the State of Maryland. However, hourly rates may be changed at the time of each annual renewal based on the state rates in effect at that time. The state contract includes an additional incentive payment to the contractor after the snow season ends in the amount of \$500 per truck if the contractor was available and present for all snow events. The County's contract also includes this incentive payment.

In procuring these services, the Department requested and received a waiver of a sealed bid process from the Administrative Officer due to the competition with surrounding jurisdictions. Accordingly, the contractor was selected on a non-competitive basis.

For the 2016/2017 snow season, the Department advised that approximately 246 pieces of snow removal equipment (e.g., trucks, loaders, backhoes, and graders) are available from its Bureau of Highways and Equipment Maintenance and Bureau of Utilities, the Department of Recreation and Parks, and the Department of Education. The County currently has contracts with 52 contractors, excluding this contractor, which also provide approximately 255 pieces of equipment.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

FM-2 (2 Contracts)

Council District(s) All

Department of Environmental Protection and Sustainability

On-Call Professional Services – Environmental Site Assessments

The Administration is requesting approval of two contracts to provide on-call environmental site assessment services for properties the County may be interested in buying, selling, or developing. The two contractors are EA Engineering, Science, and Technology Inc., PBC and O'Brien and Gere Engineers, Inc. The contracts commence upon Council approval, continue for 3 years, and will automatically renew for two additional 2-year periods. The contracts do not specify a maximum compensation for the initial 3-year term. Compensation for each contractor may not exceed \$300,000 (\$600,000 combined) for the entire 7-year term, including the renewal periods. See Exhibit A.

Fiscal Summary

Funding Source	Combined Maximum Compensation	Notes
County ⁽¹⁾	\$ 600,000	⁽¹⁾ Capital Projects Fund. ⁽²⁾ Maximum compensation for both contractors combined (\$300,000 each) for the entire 7-year term, including the renewal periods. The contracts do not specify a maximum compensation for the initial 3-year term.
State	--	
Federal	--	
Other	--	
Total	<u>\$ 600,000</u> ⁽²⁾	

Analysis

The contractors will provide all professional services necessary to complete Phase I and Phase II environmental site assessments to determine if potential environmental issues exist on properties (e.g., parkland, new buildings, or other facilities) the County may be interested in buying, selling, or developing. Phase I assessment may include site visits and analysis on a property of interest (and nearby properties) to assess historical and potential environmental

impacts and to identify hazardous and non-hazardous waste. Phase II assessment may involve extensive soil, surface water, and groundwater sampling and analysis. In addition, environmental, ecological, and human health risk assessment may be required. All assessments will be performed in compliance with ASTM (American Society for Testing and Materials) Standards.

The contracts commence upon Council approval, continue for 3 years, and will automatically renew for two additional 2-year periods on the same terms and conditions, unless the County provides notice of non-renewal. Compensation for each contractor may not exceed \$300,000 (\$600,000 combined) for the entire 7-year term, including the renewal periods.

Services will be performed at each contractor's cost plus profit. Profit is limited to 10% of the combined total of direct labor costs plus overhead and payroll burden. Hourly rates and percentages for overhead, payroll burden, and profit are within established County limits. Funding for each contract will not be encumbered at this time. Rather, contract costs will be charged to specific projects as they are assigned. The County may terminate the agreements by providing 30 days prior written notice.

On April 5, 2016, the Professional Services Selection Committee (PSSC) selected the two contractors from 18 responsive submittals based on qualifications.

On August 4, 2008, the Council approved two 7-year contracts for similar services with ARM Group, Inc. and EA Engineering, Science, and Technology, Inc., PBC with compensation for each contractor not to exceed \$1 million (\$2 million combined). The contracts expired on August 13, 2015. The Department advised that expenditures totaled \$82,479 under the ARM Group, Inc. contract and \$26,341 under the EA Engineering, Science, and Technology Inc., PBC contract. The Department also advised that no services have been provided since the expiration of these contracts.

The Department advised that both contractors currently provide various other types of engineering services for the County under separate contracts.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

EXECUTIVE SUMMARY

On-Call professional services are needed to perform Phase I and Phase II Environmental Site Assessments for certain properties that Baltimore County may be interested in buying, selling, or developing. The Assessments shall be performed in compliance with ASTM Standards E1521-05 (Phase I) and E1903-97 (2002) (Phase II). The assessment methodology involves a search for conditions indicative of potential environmental problems. Phase I Environmental Site Assessment includes but is not limited to site visits to search for environmental problems, a history of a site and nearby properties to assess historical and potential environmental impacts, and an identification of hazardous and non-hazardous waste. Phase II Environmental Site Assessment may involve extensive soil, surface water, and groundwater sampling and analysis and their subsequent scientific interpretation. In addition, environmental, ecological, and human health risk assessment may be required. Specific sites will be assigned on an on-call basis. The selected vendors are EA Engineering Science & Technology, Inc., PBC, and O'Brien & Gere. The estimated upset limit for the contract will be \$300,000.

Prepared by: Department of Environmental
Protection and Sustainability

FM-3 (6 Contracts)

Council District(s) All

Department of Permits, Approvals and Inspections

Real Estate Appraisals

The Administration is requesting approval of six contracts to provide real estate appraisal services as needed for County projects. The six contractors are: Everett Benfield, LLC; S.H. Muller & Associates, LLC; Contact Appraisals, LLC; The Page Appraisal Company, Inc.; Karen H. Belinko Appraisals, LLC; and Caralex, LLC. The contracts commence upon Council approval, continue for 1 year, and will automatically renew for four additional 1-year periods with the option to further extend the initial term or any renewal term an additional 120 days. The contracts do not specify a maximum compensation for the initial 1-year term or for the entire 5-year and 4-month term. The contracts provide that compensation for all contractors combined may not exceed the amount appropriated for these services during the entire contract term. Estimated compensation for all contractors combined providing these services totals \$35,000 for the initial term and \$175,000 for the entire 5-year and 4-month term, including the renewal and extension periods.

Fiscal Summary

Funding Source	Initial Term	Total Compensation
County ⁽¹⁾	\$ 35,000	\$ 175,000
State	--	--
Federal	--	--
Other	--	--
Total	<u>\$ 35,000</u> ⁽²⁾	<u>\$ 175,000</u> ⁽³⁾

(1) General Fund Operating Budget.

(2) Estimated compensation for all contractors combined providing these services for the initial 1-year term. The contracts do not specify a maximum compensation for the initial 1-year term. Compensation may not exceed the amount appropriated for these services.

(3) Estimated compensation for all contracts combined for the entire 5-year and 4-month term, including the renewal and extension periods. The contracts do not specify a maximum compensation for the entire contract term. Compensation may not exceed the amount appropriated for these services.

Analysis

The six contractors (Everett Benfield, LLC; S.H. Muller & Associates, LLC; Contact Appraisals, LLC; The Page Appraisal Company, Inc.; Karen H. Belinko Appraisals, LLC; and Caralex, LLC) will provide real estate appraisal services as needed for County projects. On-call appraisal assignments include residential properties, income-producing properties, commercial/industrial properties, rights-of-way, and vacant land parcels as well as pre-trial preparation and related activities.

The contracts stipulate no guarantee of any minimum amount of work. The contracts also stipulate that the County reserves the right to award individual jobs on a rotating basis but may also award certain jobs based on demonstrated areas of expertise. The Department advised that for each assignment it will seek a proposal from the contractors; awards will be based on timeliness and cost.

Hourly rates for property appraisal services (excluding other services such as pre-trial preparation) range from \$50 to \$250, depending on the type of property and the contractor. Unit rates for appraisals of properties zoned DR (Density Residential) and used strictly as residential dwellings range from \$86 to \$1,250. Assignments that may require expedited completion in 5 to 15 days or 16 to 20 days are subject to an additional charge stated as a percentage over the hourly rates that range from 10% to 45% and from 10% to 25%, respectively, depending on the contractor.

Funding for these contracts will not be encumbered at this time. Rather, contract costs will be charged for appraisals as assigned.

The contracts commence upon Council approval, continue for 1 year, and will automatically renew for four additional 1-year periods with the option to further extend the initial term or any renewal term an additional 120 days on the same terms and conditions, unless the County provides notice of non-renewal. The contracts do not specify a maximum compensation for the initial 1-year term or for the entire 5-year and 4-month term. Estimated compensation for all contractors combined providing these services totals \$35,000 for the initial 1-year term and \$175,000 for the entire 5-year and 4-month term, including the renewal and extension periods. The County may terminate the agreements by providing 30 days prior written notice.

In any year subsequent to the second year, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower.

The contracts were awarded through a competitive procurement process based on value and experience. The Department advised that five responses to the request for bid were received; however, due to the volume of appraisals received by the Department, two additional contracts were negotiated with Everett Benfield, LLC and Concord Appraisal Co. The Department further advised that the contract with Concord Appraisal Co. will be presented for Council approval on an upcoming agenda.

On August 1, 2011 and on November 7, 2011, the Council approved four contracts and one contract, respectively, for on-call appraisal services with W.R. McCain & Associates, Inc.; Muller-Casella Associates, Inc.; Caralex, LLC t/a Treffer Appraisal Group; and Columbia Realty Advisors, Inc., and with The Page Appraisal Co., Inc., respectively. Compensation for all contractors combined may not exceed \$1.8 million for the entire 5-year and 3-month term. The Department advised that as of August 30, 2016, combined expenditures under these contracts totaled \$169,915.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

FM-4 (Contract)

Council District(s) All

Office of Information Technology

Consulting & Engineering Services

The Administration is requesting approval of a contract with Black & Veatch Corporation to provide consulting and engineering services and technical expertise for upgrades and enhancements to the County’s public safety radio communications systems. The contract commenced July 1, 2016, continues for 5 years, and may be extended an additional 90 days. Compensation may not exceed \$2,436,647 for the entire 5-year and 3-month term, including the extension period. See Exhibit A.

Fiscal Summary

Funding Source	Maximum Compensation	Notes
County ⁽¹⁾	\$ 2,436,647	(1) Capital Projects Fund.
State	--	(2) Maximum compensation for the entire 5-year and 3-month term, including the extension period.
Federal	--	
Other	--	
Total	\$ 2,436,647 ⁽²⁾	

Analysis

The contractor will provide consulting and engineering services and technical expertise for the preliminary single cell design of and subsystem enhancements for the County’s public safety radio communications systems. The Office advised that the single cell design, which is a merger of two physically separate radio cells into one, will improve efficiency, remove risk, and add to the capacity of the radio system. The Office also advised that the system design, configuration, and equipment are regularly reviewed and updated as new software and hardware releases and solutions become available from the system manufacturer (Motorola). The Office further advised

that the County's public safety radio communications systems include Police, Fire, Public Works and other general government radio users in the County; the radio systems include the P25 voice system, the P25 data system, and the system used to alert Fire Department pagers.

Services include overall project management; procurement support; design review; assistance with licensing; equipment and site inspections; construction and installation management and monitoring; technical documentation review; invoice audits; and oversight of system testing. The hourly rates are \$200 for each project manager, subject matter expert, system's engineer, and telecommunications engineer and \$250 for each radio frequency engineer.

The contract commenced July 1, 2016, continues for 5 years, and may be extended an additional 90 days. Compensation may not exceed \$2,436,647 for the entire 5-year and 3-month term, including the extension period. The County may terminate the agreement by providing 30 days prior written notice.

The County awarded the contract on a non-competitive basis due to Black & Veatch Corporation's experience with the installation of the County's existing public safety radio communications systems and prior upgrades, as well as the contractor's familiarity with the software and hardware offered by Motorola. The Office advised that another contractor would require an extensive learning curve to understand the County's infrastructure, requirements, and coordination with Motorola, which could result in increased consulting costs and a delay in the implementation of the system enhancements. The Office requested that the contract be designated as a 902(f) contract secured in the best interest of the County. County Charter, Section 902(f), states that "when...[competitive] bidding is not appropriate, a contract shall be awarded only by competitive negotiations, unless such negotiations are not feasible. When neither competitive bidding nor competitive negotiations are feasible, contracts may be awarded by noncompetitive negotiations."

The Office advised that as of September 7, 2016, no costs have been incurred under the proposed contract.

The Office advised that Black & Veatch Corporation acquired RCC Consultants, Inc. in July 2015. On July 7, 2008, the Council approved a 5-year contract totaling \$1,465,900 with RCC Consultants, Inc. to provide project management and consulting services for the implementation of the County's new public safety digital communications system (which replaced the 800 MHz communication system). On March 21, 2011, the Council approved an amendment increasing

the maximum compensation of the contract by \$539,000, from \$1,465,900 to \$2,004,900, for the 5-year term. The Office advised that approximately \$1.8 million was expended under this contract.

On July 5, 2011, the Council approved 19, 5-year contracts, including one with RCC Consultants, Inc. to provide information technology consulting and technical services and goods on an on-call, as-needed basis. The Office advised that as of September 7, 2016, expenditures under these contracts totaled approximately \$21.9 million for all contractors combined, of which \$670,165 was expended to RCC Consultants, Inc./Black & Veatch Corporation.

FM-6 on this agenda is for 24 contracts, including 1 with Black & Veatch Corporation, for on-call consulting and technical services estimated to total \$25 million for all contractors combined for the entire 7-year and 4-month term.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”



COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

Summary - This fiscal matter is a county-wide contract with Black and Veatch (previously RCC Consultants, Inc.) to provide consulting and engineering services and provide technical expertise, assisting the County with its preliminary single cell design of the County's Public Safety radio communications systems.

History – July 7, 2008 Baltimore County entered into an agreement with RCC Consultants, Inc to provide consulting services in support of implementing the new Public Safety Digital Communications System. The agreement was awarded on a non-competitive (902f) based on their industry expertise. The contract had a five year term with no renewal options. Amendment #1 was executed in March 2011 increasing the compensation cap from \$1,465,900 to \$2,004,900.

In July 2011 RCC was also awarded a contract with the County as a result of RFP No 045 for IT Consulting and technical services for on an as needed, on call basis for specific scopes of work issued by the County. This contract had a five year term with one 90 day renewal period.

RCC Consultants, Inc. was acquired by Black and Veatch in July 2015. The original Master Agreement #1937 was terminated and a new Master Agreement # 3028 was created for Black and Veatch.

Purpose – The purpose of this contract is to allow Black and Veatch to provide technical expertise and assist the county in preparing a preliminary single cell design and subsystem enhancements to the County's Public Safety Radio System. This includes but not limited to FCC radio spectrum support, detailed system assessments, planning, design, project management, vendor negotiation and system life cycle effectiveness.

Fiscal Impact – The initial term of this contract shall be effective from July, 2016 and shall continue through June 30, 2021. There are no renewal options. In no event shall the total contract compensation cap exceed \$2,436,647 during the entire term.

Prepared by: Office of Information Technology

FM-5 (Contract)

Council District(s) All

Office of Information Technology

IT Commodities and Related Services

The Administration is requesting approval of a contract with Unicom Government, Inc. to purchase various information technology (IT) commodities (i.e., hardware, software) and related services as needed by the County. The contract commences upon Council approval and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through April 30, 2019 and will automatically renew for four additional 1-year periods. The contract does not specify a maximum compensation for the initial approximate 2-year and 7½-month term. Compensation may not exceed \$5.4 million for the entire approximate 6-year and 7½-month term, including the renewal periods. See Exhibit A.

Fiscal Summary

Funding Source	Maximum Compensation	Notes
County ⁽¹⁾	\$ 5,400,000	⁽¹⁾ General Fund Operating Budget. ⁽²⁾ Maximum compensation for the entire approximate 6-year and 7½-month term, including the renewal periods. The contract does not specify a maximum compensation for the initial approximate 2-year and 7½-month term.
State	--	
Federal	--	
Other	--	
Total	\$ 5,400,000 ⁽²⁾	

Analysis

The contractor will provide IT products/equipment and related services/solutions in support of the County’s technology needs. Products/equipment may include personal computers (desktops and laptops), monitors, servers, printers, software, networking equipment, computer accessories, and computer components. Services/solutions may include systems configuration, testing, hardware and software installation, upgrades and/or maintenance, and system and network integrations.

New products may be added throughout the contract term. Specific requirements will be developed on a task-order basis that will include a statement of work acceptable in form and substance to the County at its sole discretion.

The contract commences upon Council approval and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through April 30, 2019 and will automatically renew for four additional 1-year periods on the same terms and conditions, unless the County provides notice of non-renewal. The contract does not specify a maximum compensation for the initial approximate 2-year and 7½-month term. Compensation may not exceed \$5.4 million for the entire approximate 6-year and 7½-month term, including the renewal periods. The County may terminate the agreement by providing 30 days prior written notice.

The contract provides discount pricing off the manufacturer's suggested retail price (ranging from 2% to 54%) depending on the manufacturer and product. Hourly labor rates range from \$42.28 (Audio Visual/Communications Technician I) to \$264.49 (Virtualization Engineer III). The Office advised that as of September 7, 2016, there have not been any costs incurred under this contract and does not expect any prior to Council approval.

This contract was awarded based on a piggyback of a contract that was competitively awarded by Fairfax County, Virginia on behalf of the U.S. Communities Government Purchasing Alliance.

On September 8, 2009, the Council approved an approximate 6-year and 11-month contract with GTSI Corp. (now Unicom Government, Inc.) not to exceed \$4,650,000 for similar services. On July 5, 2011, the Council approved an amendment to increase the maximum compensation by \$5,595,821, from \$4,650,000 to \$10,245,821, due to an increased usage of the available products and services. The contract expired on April 30, 2016. The Office advised that expenditures under the contract totaled \$8,160,693.

On June 6, 2016, the Council approved a similar approximate 6-year and 11-month contract with Insight Public Sector, Inc. not to exceed \$4.6 million. As of September 6, 2016, expenditures under this contract totaled \$151,493. The Office advised that contracts with both vendors will allow the County to remain competitive and fiscally responsible by receiving multiple quotes when similar products are offered.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."



COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

Summary - This fiscal matter is a County-wide contract with Unicom Government, Inc and is for information technology commodities and related services in support of the technology needs of the Baltimore County government and the services provided to the citizens of Baltimore County.

It is a piggyback of a U. S. Communities National Contract # 4400006645. Unicom was awarded the contract pursuant to Request for Proposal Number 2000001701 which was competitively bid by the County of Fairfax, VA as the lead agency on behalf of U.S Communities Government Purchasing Alliance and any amendments or revisions thereto.

History The County entered into a contract in September 2003 with GTSI(now Unicom) for Computer peripherals, software and relates services. It was a piggyback of a U. S. Communities National Contract # RQ03-605674-16A awarded pursuant to Request for Proposal Number RFP03-605674-16 which was competitively bid by the County of Fairfax, VA as the lead agency on behalf of U.S Communities Government Purchasing Alliance and any amendments or revisions thereto. The initial term of this contract was from June 1, 2003 and continued through April 30, 2006, and included three (3) one-year renewal periods.

September 8, 2009 The County entered into a contract with GTSI(now Unicom) It was a piggyback of a U. S. Communities National Contract # RQ09-997736-42D awarded pursuant to Request for Proposal Number RFP09-997736-42 which was competitively bid by the County of Fairfax, VA as the lead agency on behalf of U.S Communities Government Purchasing Alliance and any amendments or revisions thereto. The initial term of this contract was from June 1, 2009 and continued through April 30, 2013, and included three (3) one-year renewal periods.

July 5, 2011 Amendment #1 was executed to increase the compensation cap from \$4,650,000 to \$10,245,821. All other terms and conditions of the contract remained unchanged.

Purpose - The Office of Information Technology will utilize Unicom to provide Services and Solutions including: Systems Configurations, Testing, Software, Hardware/Software Installation, Upgrades and Maintenance, System and Network Integration. Also included in this contract are Technology Products, including: Scanners, Printers, Software, networking, PDA's Projectors, Memory, Cabling, Compute accessories, Computer Components, power protection, and servers. Specific requirements will be developed on a task order basis that will include a Statement of Work acceptable in form and substance to the County in its sole discretion.

Fiscal Impact - The total compensation paid to this vendor cannot exceed the sum of \$5,400,000.00 for the entire term including renewal periods. The term is effective upon execution by the county and continues through April 30, 2019. There is an option to renew for up to four (4) one-year periods or any combination thereof at the same terms and conditions.

Prepared by: Office of Information Technology

FM-6 (24 Contracts)

Council District(s) All

Office of Information Technology

On-Call/As-Needed Consulting & Technical Services

The Administration is requesting approval of 24 contracts to provide consulting and technical services and/or goods on an on-call, as-needed basis. The contracts commence upon Council approval, continue for 5 years, and will automatically renew for two additional 1-year periods with the option to further extend the initial term or any renewal term an additional 120 days. The contracts do not specify a maximum compensation for the initial 5-year term or for the entire 7-year and 4-month term, including the renewal and extension periods. Compensation may not exceed the amount appropriated for these services during the entire contract term. Estimated compensation for all contractors combined totals \$25 million for the entire contract term. See Exhibit A for a list of the 24 contractors.

Fiscal Summary

Funding Source	Combined Total Compensation	Notes
County ⁽¹⁾	\$ 25,000,000	(1) General Fund Operating Budget.
State	--	(2) Estimated compensation for all contractors combined for the entire 7-year and 4-month term, including the renewal and extension periods. The contracts do not specify a maximum compensation for the entire contract term. Compensation may not exceed the amount appropriated for these services.
Federal	--	
Other	--	
Total	\$ 25,000,000 ⁽²⁾	

Analysis

The contractors will provide information technology consulting and technical services and/or goods on an on-call, as-needed basis. The contractors will provide these services for project-based and supplemental staff engagements in 1 or more of 17 functional areas, which include

web and internet systems; geographical information systems; information system security; database administration; system and data storage; and consulting services. OIT advised that when it needs work to be performed in one of these functional areas, it will issue a request for proposals to all of the qualified contractors. An OIT procurement committee will evaluate the proposals, and the contractor whose proposal represents the best value for the County will be assigned the work. The Office of Budget and Finance, Purchasing Division previously advised that this second level of competition, which necessitates the large number of contractors, ensures that the County is getting the best value for each scope of work required.

The contractors will be paid hourly rates in accordance with the prices set forth in the contractors' proposals, which vary depending on the job classification. The 49 job classifications cover a wide variety of services ranging from Computer Operator, with hourly compensation from \$25 to \$200, to Information Technology Architect, with hourly compensation from \$110.40 to \$375. PSI Pax, Inc. offered the lowest price for 14 job classifications, the most of any contractor, while Software Consortium, LLC offered the highest price for 28 job classifications, the most of any contractor.

The contracts commence upon Council approval, continue for 5 years, and will automatically renew for two additional 1-year periods with the option to further extend the initial term or any renewal term an additional 120 days on the same terms and conditions, unless the County provides notice of non-renewal. The contracts do not specify a maximum compensation for the initial 5-year term or for the entire 7-year and 4-month term, including the renewal and extension periods. Compensation may not exceed the amount appropriated for these services during the entire contract term. Estimated compensation for all contractors combined totals \$25 million for the entire contract term.

In any year subsequent to the first year, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. The County may terminate the agreements by providing 30 days prior written notice.

The contracts were awarded through a competitive procurement process based on experience, best qualified, and best value from 62 bids received, of which 10 bids were deemed non-responsive and disqualified.

The County's Procurement Affidavit requires potential contractors to indicate whether they are in good standing with the State of Maryland. We noted that, according to State Department of Assessments and Taxation (SDAT) records as of September 6, 2016, the following three contractors are not in good standing:

- Creative Information Technology, Inc.
- GCOM Software, Inc.
- Momentum, Inc.

A contractor is deemed to be in good standing if all reports, filings, and penalties due to SDAT are up-to-date and paid and the entity has a valid, active resident agent. OIT advised that these contractors are in the process of resolving the issues that caused the loss of their good standing status with SDAT and would not receive work until such issues were resolved.

On July 5, 2011, the Council approved 19 similar on-call contracts. OIT advised that as of September 7, 2016, expenditures under these contracts totaled \$21,903,954.

FM-5 on this agenda is a \$5.4 million contract with Unicom Government, Inc. to provide various information technology (IT) commodities and related services for an approximate 6-year and 7-month term.

FM-4 on the agenda is a 5-year and 3-month contract with Black and Veatch Corporation (1 of the 24 contractors) not to exceed \$2,436,647 for IT consulting and engineering services related to the County's public safety radio communications systems.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."



COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

Executive Summary

Summary This fiscal matter is for multi awarded 24 contracts for Information Technology consulting and technical services and/or goods, on an on-call, as needed basis, based on specific Scopes of Work (SOW) issued by the County. The Contractors shall provide these services for project based and supplemental staff engagements in one or more of the following areas:

1. Enterprise Service provider (ESP)
2. Web and Internet Systems
3. Electronic Document Management
4. Geographical Information Systems
5. Software Engineering
6. Systems / Facilities Management and Maintenance
7. Information System Security
8. Application Service Provider (ASP)
9. IT and Telecommunications Financial and Auditing Consulting Services
10. Database Administration
11. IT Management Consulting Services
12. Business Process Consulting Services
13. Media and Training Center Support
14. Network Facilities
15. System and Data Storage
16. Documentation / Technical Writing
17. Quality Assurance & Control

History In 2010 The County issued RFP No. P-045 for Information Technology Consulting and Technical Services. Eighteen contracts were awarded, all of which had a five year term with one 90 day period renewal option.

In December 2015 The County issued RFP No. P-145 for Information Technology Consulting and Technical Services for supplemental staff and special projects. The contracts listed below were awarded based on a competitive bid process and the evaluation of written and oral presentations. The evaluation committee recommended **24** contracts be awarded. They are as follows.

1. Creative Information Technology, Inc.
2. ASSYST
3. Johnson Mirmiran & Thompson, Inc.
4. Skyline Technology Solutions
5. Momentum, Inc.
6. GCOM Software, Inc.
7. DK Consulting LLC



COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

8. Advance Digital Systems
9. Dravida Consulting, LLC
10. Gantech, Inc.
11. CACI NSS (L-3)
12. Black & Veatch Corporation
13. Janus Associates
14. Applied Technology Services
15. Logical Consulting Group, Inc.
16. Trigyn Technologies, Inc.
17. Data Networks
18. PSI Pax, Inc
19. CMT Services, Inc.
20. Software Consortium, LLC
21. Syscom, Inc
22. KCI Technologies, Inc
23. Systems Alliance, Inc
24. Convergence Technology Consulting

Purpose The purpose of awarding these contracts is to provide the County with Technical and Consulting services on an on call as needed basis to be used for supplemental staff as well as for large projects.

Fiscal Impact The contracts will become effective when executed by the County and shall continue through five (5) years, the Initial Term. The County has the option to extend the Agreement at the end of the initial term for two (2) additional one-year periods. Encumbrances will be made whenever services are procured in the future. A delivery order will be issued at that time with the funding information.

Prepared by: Office of Information Technology

MB-1 (Res. 93-16)

Council District(s) 6

Mrs. Almond (By Req.)

Department of Economic and Workforce Development

Economic Development Revenue Bond – 1412 Tangier, LLC

This resolution authorizes the issuance of Baltimore County revenue bonds in an amount not to exceed \$8.0 million on behalf of 1412 Tangier, LLC. The bonds will be used to finance the acquisition of approximately 10.9 acres of land located at 1412 Tangier Drive in White Marsh (in the Baltimore Crossroads@95 mixed-use community), as well as the construction of a manufacturing facility, the acquisition and installation of furnishings and manufacturing equipment, and issuance costs related to the transaction.

Fiscal Summary

The County will earn an annual fee of 1/8 of 1% on the outstanding principal balance of the bonds. 1412 Tangier, LLC will pay all debt service related to the bonds. The County does not incur any liability nor pledge its full faith and credit for the bonds.

Analysis

1412 Tangier, LLC will use the bonds to finance the acquisition of approximately 10.9 acres of land located at 1412 Tangier Drive in White Marsh, as well as the construction of a 100,444 sq. ft. manufacturing facility, the acquisition and installation of furnishings and manufacturing equipment, and issuance costs related to the transaction. 1412 Tangier, LLC will lease the manufacturing facility to Ruxton Chocolates, LLC for chocolate and candy production. The company will consolidate its operations (two Baltimore City facilities and one Pennsylvania facility) into the new White Marsh location. Site acquisition and construction are expected to occur in

October 2016, and construction is expected to be completed in June 2017. The company expects to increase employment by 22 personnel, from 45 to 67, within 3 years. The projected annual payroll totals \$2.0 million.

The County does not incur any liability by approving this resolution nor does it pledge its full faith and credit. 1412 Tangier, LLC will repay the principal and interest on the bonds. All costs incurred by, or on behalf of, the County in connection with the issuance, sale, delivery, and administration of the bonds, and the making of a loan, including the bond counsel fees, are the responsibility of 1412 Tangier, LLC. (Revenue bonds result in lower interest rates to the borrower since they are generally tax-exempt.)

The Department advised that the bonds, once issued, will be purchased by PNC Bank, National Association. The bonds will be entirely tax exempt with a projected 2.8% fixed interest rate. The bonds will have a 25-year term with a 6-year "put" provision (option for holder to request early repayment of the principal). The County will earn an annual fee of 1/8 of 1% on the outstanding principal balance of the bonds. Settlement is expected to take place on September 26, 2016. Bond counsel for this transaction is Miles & Stockbridge P.C.

A public hearing for this matter is scheduled for September 13, 2016. The Department advised that the hearing was advertised in *The Baltimore Sun* on August 29, 2016.

The Maryland Economic Development Revenue Bond Act (Annotated Code of Maryland, Economic Development Article, Title 12, Subtitle 1, Sections 12-101 to 12-118) allows counties to issue economic development revenue bonds for various purposes including encouraging the increase of industry, relieving unemployment, and promoting economic development. The bond proceeds may be used to finance or refinance the costs of acquiring a facility or to refund outstanding bonds. The proceeds may also be used to pay expenses related to the sale and issuance of the bonds, to fund reserves, and to pay interest with respect to the financing. The Act provides that a legislative body of any county may adopt a resolution to authorize the issuance of bonds by the county.

MB-2 (Res. 94-16)

Council District(s) All

Mrs. Almond (By Req.)

Department of Environmental Protection & Sustainability

Baltimore County Financial Assurance Plan

Resolution 94-16 states the Council's approval of the County's Financial Assurance Plan. The Plan is required by the Watershed Protection and Restoration Program.

State law requires the Council to hold a public hearing on the plan and to approve the plan. The public hearing will be held at the Council's work session on September 13, 2016. The plan will be forwarded to the Maryland Department of the Environment for its approval.

Attached is an executive summary of the plan, the details of which were sent to the members on August 16. See Exhibit A.

**Baltimore County– Fiscal Year 2016
Financial Assurance Plan
and
Watershed Protection and Restoration Program Annual Report
as required under the
Watershed Protection and Restoration Program
June 30, 2016**

Executive Summary

The submission of Baltimore County's Financial Assurance Plan (FAP) and Watershed Protection and Restoration Program (WPRP) annual report to the Maryland Department of the Environment (MDE) fulfills requirements specified in Md. Code Ann. Envir. § 4-202.1. These plans and reports are being filed to MDE in order to document all actions implemented by Baltimore County to comply with its National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer system (MS4) permit and demonstrate the County's ability to pay for these activities through the Watershed Protection and Restoration Fund.

An MS4 permit was issued to Baltimore County on December 23, 2013 and annual reports have been submitted to MDE by the County on December 23, 2014 and December 23, 2015. These annual reports are based on the State's fiscal year (FY) and include updates on the County's MS4 programs and impervious surface area restoration. Monitoring results are based on calendar year. Baltimore County has continued implementing its MS4 program and this Executive Summary documents achievements detailed in its December 23, 2015 annual report.

In compliance with the Md. Code Ann., Envir. § 4-202.1, the following FAP and WPRP annual report includes all activities that have been completed in compliance with Baltimore County's MS4 permit, and five-year projections for the implementation of its stormwater program and best management practices (BMPs) necessary for meeting permit requirements. Specifically, these plans and reports document complete implementation and financial data for FY14 and FY15.

A major tenet of the FAP and WPRP annual report is to demonstrate the financial wherewithal for meeting MS4 permit impervious surface area restoration requirements. In order to document this ability, Baltimore County is providing MS4 program implementation projections for FY16, FY17, FY18, FY19, and FY20. Future FAPs will be submitted every two years on the anniversary date of the County's MS4 permit issuance, beginning with December 23, 2018. Future WPRP annual reports will be submitted every year on the anniversary date of the County's permit, beginning with December 23, 2016. The sections in this Executive Summary follow the order of Baltimore County's MS4 permit found in Part IV, Standard Permit Conditions, and highlight the major achievements for each program element. The Baltimore

County Annual MS4 Report can be found at:
<http://www.baltimorecountymd.gov/Agencies/environment/npdes/> for more detailed information.

Permit Administration: No major changes were made in fiscal year 2015.

Adequate Legal Authority: Baltimore County continues to maintain adequate legal authority.

Source Identification: Baltimore County submitted its required data through the Attachment A spreadsheet. The County is currently reviewing its business process for NPDES – MS4 annual report data collection. The review, due in July 2016, will serve as the basis for the development of the NPDES – MS4 geodatabase business process to assure efficient data collection of all of the required data for inclusion in the geodatabase.

Stormwater Management: In fiscal year 2015, the Stormwater Engineering Section reviewed 88 Concept Plans, 34 Site Development Plans, and 484 Final Development Plans. In FY 2015, five exemptions were granted. The County conducted a Historic BMP Database Clean-up for submittal to MDE and inclusion of better data in the Chesapeake Bay Program Phase 6 Watershed Model. The clean-up resulted in a significant identification of as-built dates for SWM facilities constructed over the years. That effort is continuing.

The stormwater facility inspection program inspected 152 facilities for as-built inspection, 191 one-year inspections, and 1,150 facilities for 3-year inspections in fiscal year 2015. The county is continuing to assess its inspection program to assure that all facilities that require 3-year inspections are inspected within the 3-year timeframe to ensure continuing credits for pollutant load reductions.

The publically owned facilities are maintained by a supervisor and six crew members, along with two contracted inspectors and eight contracted field crew members to maintain 1,320 public facilities. Private ponds will be inspected by on-call contractors with oversight by two assigned and experienced County staff.

Erosion and Sediment Control: During fiscal year 2015, 162 grading permits were issued for a disturbance area of 434 acres. A total of 5,457 inspections of constructions were conducted with 1,221 enforcement actions (1,118 correction notices, 103 stop work orders). The County received re-delegation for the erosion and sediment control program effective through June 30, 2018.

Illicit Discharge Detection and Elimination: The County screened 141 storm drain outfalls in calendar year 2014, short of the required 150 outfalls. However, the County screened 341 outfalls in calendar year 2013. Of the outfalls that were screened 20 were found to require follow-up investigations. The County received 99 complaints, all of which were investigated. Of the 99 complaint investigations, 79 were closed and 20 are still under investigation.

The County also conducts hotspot surveys of commercial/industrial sites as part of its Small Watershed Action Plan process and as a new program within the Watershed Management and Monitoring (WMM) section. A total of 46 sites were surveyed through the SWAP and 158 sites through the WMM program. Of the 204 sites, 16% were confirmed hotspots and 10% were potential hotspots. Follow-up investigations of these hotspots has resulted in 50% of the cases being closed with the remaining still under investigation.

In February 2012, the WMM section initiated an IDDE research study to determine the extent of illicit connections in an urban/suburban county with the intent to better target outfalls with higher potential for illicit connections. Six SWAP areas containing 1,224 outfalls were selected for screening all outfalls regardless of size. Outfalls with flow have samples taken for laboratory analysis of nutrient loadings. To date, 854 outfalls have been screened with 370 remaining. The intent is to complete the screening of the remaining outfalls in 2016 and have the report of the findings ready for submittal with the 2016 Annual MS4 Report.

Trash and Litter:

A county-wide trash and litter reduction strategy was submitted to MDE December 23, 2014 and the Trash TMDL Implementation Plan for the impairments in the northeast branch and the middle branch of Baltimore Harbor (drainage areas of Jones Falls and Gwynns Falls, respectively) was submitted December 23, 2015. Baltimore County continues its trash monitoring program in the Jones Falls and Gwynns Falls stream and has added an Upland Trash Assessment program to identify high trash areas.

A Request for Proposals was released in the fall of 2015 for the development of an Environmental Education and Outreach program, of which trash education and outreach is a major component. The firm has been selected and the County is currently preparing a contract, which is anticipated to go to the County Council for approval in early summer of 2016.

Property Management and Maintenance: The County has 42 sites that are permitted under the General Permit for Industrial Stormwater Discharges and all of the sites have Stormwater Pollution Prevention Plans in place. The County continues with its street sweeping program and its storm drain cleaning program with 1,854 and 124 tons of debris removed in FY 2015.

The County applied 264,899 pounds of fertilizer to County lands in FY 2015, primarily applied on the five County golf courses (123,029 lbs.) and by Property Management on athletic fields (141,860 lbs). The County also applied 36,920 pounds of pesticides in FY 2015, again primarily by County golf courses (33,723 lbs.) with lesser amounts by Property Management (1,602 lbs.) and DPW – Bureau of Highways (1,164 lbs.). In fiscal year 2015, 205,325,015 pounds of salt was applied by the County. This represents the second highest amount of salt applied, but there were 20 snow storms during the period, tied with FY2014 for the greatest number of snow storms.

The County Household Hazardous Waste program continues in operation with three permanent drop-off sites (Eastern Sanitary Landfill, Central Acceptance Facility, and the Western Acceptance Facility). There are two Household Hazardous Waste collection days each year. Fifty pounds of mercury and 1,100 pounds of PCB oil was collected in FY2015. Both of these pollutants have TMDLs related to fish tissue and human consumption. All collected materials are disposed of in the proper manner to ensure they do not contaminate the environment.

Public Education: Public education and outreach continue to be a strong component of the Baltimore County MS4 program. As indicated above, the County is in the process of hiring a contractor to provide enhanced education and outreach to Baltimore County residents and businesses. The initial focus will be on trash and pet waste, with other components added as needed. The County works with local Watershed Associations to further promote environmental education and outreach.

Restoration Plans and Total Maximum Daily Loads:

The County has completed 18 Small Watershed Action Plans (restoration plans), with three currently in development and expected to be finished by late 2016/early 2017; leaving two additional plans to be initiated in the spring of 2017. This will complete plans for the entire county by the end of the MS4 permit term as required by the permit.

To date, total of 25 TMDL Implementation Plans have been submitted to MDE, as follows:

- Bacteria – 7 plans
- Sediment – 5 plans (3 stream-based, 2 reservoir-based)
- Phosphorus – 3 plans (all reservoir-based)
- Nutrients – 2 plans
- Mercury – 2 plans
- Chlordane – 2 plans
- PCBs – 3 plans
- Trash – 1 plan

Additional TMDLs are under development and will require the development of additional TMDL Implementation Plans within one year of EPA approval the TMDL. Baltimore County is currently in the process of revising the initial 22 plans submitted to MDE December 23, 2014 and plans to resubmit all 22 by the end of the summer of 2016.

The bacteria monitoring has shown significant reductions in bacteria concentration relative to the monitoring conducted by MDE to develop the TMDLs. Ninety percent of 32 stations have shown improvement compared to the TMDL monitoring.

Most of the sediment and nutrient TMDL targets are on course for meeting the urban stormwater pollutant load reduction target by 2025, with 58% of 12 targets on or above target at the end of fiscal year 2015 and with projects under planning or construction that will result in 67% of the reductions on target by 2017.

The toxics TMDLs (mercury, chlordane, PCBs) are related to concentrations in fish tissue and potential effects on human health. Mercury may be below action levels, but we have not received the most recent fish tissue monitoring data to make the final determination. Baltimore County is in the process of developing a Request for Proposals for analysis of toxics in water quality, fish tissue, and sediment samples to determine where to target efforts for remediation.

Assessments of Controls: Baltimore County met the requirements for the number of storms to be monitored and has met the requirements for the Scotts Level Branch and Windlass Run biological and physical habitat monitoring. In addition, the County has continued the following programs to assess the conditions of Baltimore County waters, better target areas in need of restoration and progress in meeting TMDL reduction targets:

- Bacteria monitoring programs
 - Trend Monitoring
 - Subwatershed Prioritization Monitoring
- Trash monitoring program
- Chemical Trend Monitoring program
- Biological Monitoring programs
 - Stream random point program

- Tidal water random point program
- Sediment TMDL biological monitoring program
- Reference site monitoring program
- Sentinel site monitoring program
- Geomorphological monitoring program
- Restoration effectiveness monitoring program
- Special Studies monitoring program

Program Funding: The NPDES – MS4 permit program funding for capital and operating budgets for FY2016 are \$10,301,622 and \$7,433,270, respectively. The financial assurance plans provides more detail on the funding as it relates to the 20% impervious surface restoration requirement. However, the financial assurance plan does not cover funding related to other NPDES – MS4 permit requirements, such as, restoration plan and TMDL implementation plan development, or monitoring, or a number of operating program components (sediment control, stormwater plans review, inspection or maintenance).