

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

August 12, 2013

PUBLIC OFFICIALS PRESENT

*Council Vice President Laura Mitchell
Mayor James P. Ireton, Jr. (left at 7:28 p.m.)
Councilwoman Terry E. Cohen*

*Mayor James Ireton, Jr. (left at 7:17 p.m.)
Councilwoman Eugenie P. Shields
Councilman Timothy K. Spies*

PUBLIC OFFICIALS NOT PRESENT

Council President Jacob R. Day

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr., City Attorney Mark Tilghman, Acting Public Works Director Amanda H. Pollack, P.E., Internal Services Director Keith Cordrey, Assistant Internal Services Director – Procurement Catrice Parsons, Salisbury Police Chief Barbara Duncan, Information Technologies Director Bill Garrett, Community Development Director Debbie Stam, and interested citizens and members of the press

MEDITATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council Vice President Laura Mitchell called the meeting to order, announced that Council President Day was absent due to serving in his capacity as Lieutenant in the United States Army, and thanked him and all Armed Forces men and women for their service. A moment of silent meditation was held followed by the Pledge of Allegiance.

ADOPTION OF LEGISLATIVE AGENDA

On a motion and seconded by Mrs. Shields and Mr. Spies, respectively, the legislative agenda was unanimously adopted as presented with a 4-0 vote in favor.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda, consisting of the following items, was unanimously approved with a 4-0 vote on a motion by Ms. Cohen and seconded by Mrs. Shields:

- *July 15, 2013 Special Meeting Minutes*
- *July 15, 2013 Work Session Minutes*
- *July 22, 2013 Regular Meeting Minutes*
- *July 22, 2013 Closed Session Minutes*
- *August 1, 2013 Special Meeting Minutes*
- *August 1, 2013 Closed Session Minutes*
- *Resolution No. 2311 – approving the appointment of Chad Brown to the Board of Zoning Appeals for term ending 10/31/2016*
- *Resolution No. 2312 – approving the reappointment of Dr. James C. Todd, III to the Housing Board of Adjustments and Appeals for term ending 7/31/2017*
- *Resolution No. 2313 – accepting a private donation for the Salisbury Zoo from Mr. Daniel Morris in memory of his wife, Mrs. Beverly Trice Morris*
- *Resolution No. 2314 – accepting grant funds awarded through the Organized Crime Drug Enforcement Task Forces (OCDETF) Program in conjunction with the Federal Bureau of Investigation (FBI) to provide for overtime reimbursement for officers participating in investigations and strategic initiatives related to gang activities/crimes in the City of Salisbury*
- *Resolution No. 2315 – accepting grant funding from the National Association of Drug Diversion Investigators (NADDI) for investigations into prescription drug fraud by the Salisbury Police Department*
- *Resolution No. 2316 – authorizing the Chief of Police of the City of Salisbury to sign a memorandum of understanding (MOU) between the Salisbury Police Department and the Maryland Office of Highway Safety and to accept grant funding for three (3) separate traffic safety programs each with their own conditions and grant funding amounts*
- *Resolution No. 2317 – accepting funds awarded through a grant from the Tony Hawk Foundation for the Salisbury Skatepark, Phase 1*

AWARD OF BIDS – presented by Internal Services Director Keith Cordrey

The following items were unanimously approved with a 4-0 vote on a motion by Mrs. Shields and seconded by Ms. Cohen:

- *Surplus of Equipment at the Waste Water Treatment Plant - \$0.00*
- *Surplus SAN-4 Refuse Truck - \$0.00*
- *Surplus Various items at the City Service Center/Yard - \$0.00*
- *Apv. Of Change Order #1 to Proj. #5289 N. Divison St. Sewer Relief Main - \$106,645.00*
- *Award of Annual Contract A-3-12 R2-WTP - \$115,984.00*
- *Award of Annual Contract A-3-12 R2-WWTP - \$287,184.00*

RESOLUTION – presented by Acting City Administrator Tom Stevenson

- *Resolution No. 2318 – authorizing the Capacity Fee of the City's Comprehensive*

Connection Charge be waived for a development known as Rivers Edge Apartments and Studio for the Arts, which is an affordable housing development

One member of the public offered the following comments on Resolution No. 2318:

- *Does not agree with the waiver since City taxpayers are paying for subsidized housing through State credits for this project and shouldn't be asked to contribute a second time*
- *The Water & Sewer funds are suffering enough due to having to rebuild the failed Wastewater Treatment Plant*

On a motion and seconded by Mrs. Shields and Ms. Cohen, respectively, Resolution No. 2318 was unanimously approved as presented with a 4-0 vote.

ORDINANCES – presented by City Attorney Mark Tilghman

- *Ordinance No. 2257 – 2nd reading – approving a budget amendment of the FY2014 General Fund to appropriate funds for the addition of a Network Administrator position to the Department of Information Technology*

Mrs. Shields moved, Mr. Spies seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2257 for second reading, as amended on July 22, 2013.

- *Ordinance No. 2258 – 1st reading – adjusting water or sewer charges in accordance with Chapter 13.04.090 of the City Code*

Mrs. Shields moved and Ms. Cohen seconded to approve Ordinance No. 2258 for first reading.

Ms. Cohen asked for more information concerning how many EDUs the City has already waived on affordable housing, and asked that the ordinance not be passed for first reading at this time so that it can be discussed again in the next work session.

Ms. Cohen moved to postpone Ordinance No. 2258 for first reading, and for it to be moved to the August 19, 2013 Work Session for further discussion. Mr. Spies seconded, and the motion failed on a 2-2 vote with aye votes received from Ms. Cohen and Mr. Spies and nay votes received from Mmes. Mitchell and Shields.

Ordinance No. 2258 for first reading failed on a 2-2 vote, with Mmes. Mitchell and Shields voting aye and Ms. Cohen and Mr. Spies voting nay.

PUBLIC COMMENTS

The following comments were received from one member of the public:

- *Resources are not unlimited; Property taxes rise each time the Council gives away money*
- *The City has a large number of vacant and abandoned houses, and houses for sale*
- *Each time new employees are hired and employees receive raises, property taxes increase*
- *Council should be careful; people won't buy homes in Salisbury with the current tax rate*
- *Many seniors and young families living in Salisbury can't afford to pay the taxes any longer*

ADJOURNMENT

On a motion and seconded by Mrs. Shields and Mr. Spies respectively, and by unanimous vote in favor (4-0), Vice President Mitchell adjourned the Legislative Session at 7:36 p.m.

Kimberly R. Nichols
City Clerk

[Signature]
Council President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190
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KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

August 12, 2013

- | | | |
|----|--|--------------|
| 1. | Surplus of Equipment at the Waste Water Treatment Plant | \$0.00 |
| 2. | Surplus SAN-4 Refuse Truck | \$0.00 |
| 3. | Surplus Various Items at the City Service Center/Yard | \$0.00 |
| 4. | Apv. of Change Order #1 to Proj. #5289 N. Division St. Sewer Relief Main | \$106,645.00 |
| 5. | Award of Annual Contract A-3-12 R2-WTP | \$115,984.00 |
| 6. | Award of Annual Contract A-3-12 R2-WWTP | \$287,184.00 |

City of Salisbury



MARYLAND

COUNCIL AGENDA

August 12, 2013

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

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KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

TO: Mayor and City Council

SUBJECT: Surplus of Various Items at the WWTP

The Procurement Division received a request from the Waste Water Treatment Plant ("WWTP") to declare the following equipment surplus:

Maker	Model	Description	Reason for Surplus
Ravens	1990 Dump	Coal Bucket Trailer	No longer used-Biosolids Dept.
Brentwood Accupac	VF3000	Vertical Flow Media for Oxid Filter Tanks	No longer used-Upgrade
Stolfus	Wet Lime Spreader	Used to spread dewater sludge	No longer recycle to area farms
Crisafulli	Flump B	Removes Liquid Sludge From Storage Lagoons	No longer stores liquid sludge
Crisafulli	Flump A	Removes Liquid Sludge From Storage Lagoons	No longer stores liquid sludge
Parkson	1.5 Meter	Belt Filter Press & Conveyors	No longer used-Biosolids Dept.
Killerbrew	Hi Dump Trailer	Hauling Dewatered Sludge	No longer part. in sludge pgm for farms
Good Roads	112	Snow Blade	Worn blades
KMC	5 row ripper/bedder	Removes Hardpans on Fields	No longer part. in sludge pgm for farms
Peabody Myers	Vactor	Cleans Wet Wells at Lift Stations	Replaced by new machine
John Deere	Triple Deck Disk	Deck Disk Planter	No longer part. in sludge pgm for farms
Ag Chem	2505 Terragator	Injects/Sprays Treated Sludge on Fields	No longer part. in sludge pgm for farms
Ag Chem	2505 Terragator	Injects/Sprays Treated Sludge on Fields	No longer part. in sludge pgm for farms
Ag Chem	13000 Gallon Field Tank	Storage of Liquid Sludge	No longer part. in sludge pgm for farms
Hach Sigma 900		900 Pump Head Controller	Replaced with updated equipment
Hach Sigma 900		900 Refrigerator Sampler	Replaced with updated equipment
Hach Sigma 900		900 Refrigerated Sampler Weatherproof Encl.	Replaced with updated equipment
Hach Sigma 900		900 Refrigerated Sampler Weatherproof Encl.	Replaced with updated equipment
Perkin Elment	Atomic Absorption	Metal Analysis Equipment	No longer used
Lachat	Quick Chem 8000	Lab Equipment to Analyze Nitrogen, Phosphorus	No longer used

Upon declaration of surplus, as approved by Council, the aforementioned equipment will be sold at auction. Proceeds from the sale of this equipment will be placed back into the WWTP account number 86083-534302 "Equipment" and be used for the purchase of "push out" style sludge trailers. Additional details are noted in the department memo.

Thank you,

Catrice L. Parsons
Assistant Director Internal Services-Procurement and Parking

City of Salisbury



MARYLAND

Salisbury



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AMANDA POLLACK, P.E.
ACTING DIRECTOR OF PUBLIC
WORKS

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR

To: Catrice Parsons, Assistant Director of Internal Services-Procurement
Date: July 26, 2013
From: Amanda Pollack, Acting Director of Public Works *Amanda Pollack*
Subject: Recommendation for surplus, WWTP items

I am requesting that the attached list of equipment and vehicles that are located at the Waste Water Treatment Plant be surplus so they can be sold at auction.

The aforementioned items were purchased through a MDE grant during the Septage Facility upgrade over twenty years ago. Therefore any proceeds from the sale of these items are not reimbursable to MDE, however, must be used for wastewater related expenditures according to MDE. Hence proceeds from the sale of the items on the attached list will need to be returned to account number 86083-534302 "Equipment". Depending on the success of the auction, we anticipate utilizing the auction proceeds to purchase "push out" style sludge trailers for safety and operational reasons.

Thank you for your consideration in this matter.

Signed *Alan Porrianda*
Alan Porrianda
Superintendent, Salisbury WWTP

Date: 7-26-13

City of Salisbury WWTP Surplus Equipment

MAKE	MODEL	DESCRIPTION	REASON FOR SURPLUS
Ravens	1990 Dump	Coal Bucket trailer	No longer used for Biosolids Dept.
Brentwood Accupac	VF 3000	Verticle flow media for oxic filter tanks	Due to upgrade no longer used.
Stolzfus	Wet lime spreader	Used to spread dewatered sludge.	No longer recycle to area farms
Crisafulli	Flump B	Removes liquid sludge from storage lagoons	City no longer stores liquid sludge
Crisafulli	Flump A	Removes liquid sludge from storage lagoons	City no longer stores liquid sludge
Parkson	1.5 meter	Belt filter press and conveyors	No longer used for Biosolids Dept.
Killerbrew	Hi Dump Trailer	Hauling dewatered sludge	City no longer participates in sludge program for farms
Good Roads	112	Snow blade	Worn blades
KMC	5 row ripper/bedder	Removes hardpans on fields	City no longer participates in sludge program for farms
Peabody Myers	Vactor	Cleans wet wells at lift stations	Replaced by new machine
John Deere	Triple deck disk	Deck disk planter	City no longer participates in sludge program for farms
Ag Chem	2505 Terragator	Injects/sprays treated sludge on fields	City no longer participates in sludge program for farms
Ag Chem	2505 Terragator	Injects/sprays treated sludge on fields	City no longer participates in sludge program for farms
Ag Chem	13000 gallon field tank	Storage of liquid sludge	City no longer participates in sludge program for farms
Hach Sigma 900		900 pump head controller	Replaced with updated equipment
Hach Sigma 900		900 refrigerator sampler	Replaced with updated equipment
Hach Sigma 900		900 refrigerated sampler weatherproof enclosure	Replaced with updated equipment
Hach Sigma 900		900 refrigerated sampler weatherproof enclosure	Replaced with updated equipment
Perkin Elment	Atouic Absorption.	Metal analysis equipment	No longer used.
Lachat	Quick Chem 8000	Lab equipment to analyze Nitrogen, phosphorus	No longer used.

City of Salisbury



MARYLAND



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KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

August 12, 2013

TO: Mayor and City Council

SUBJECT: Surplus-SAN-4 Refuse Truck

The Procurement Division received a request from Public Works to declare the following vehicle surplus:

Make	Description	Year	VIN#
Peterbilt	SAN-4 Refuse Truck	2002	1NPZH08X12D714239

Upon declaration of surplus, as approved by Council, the aforementioned vehicle will be sold at auction. Proceeds from the sale of this vehicle will be placed back into the account number 32061-534308 "Vehicles" and be used for repair and maintenance of vehicles. Additional details are noted in the department memo.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

City of Salisbury



MARYLAND



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JAMES IRETON, JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR

AMANDA POLLACK, P.E.
ACTING DIRECTOR OF PUBLIC
WORKS

To: Catrice Parsons
From: Howard Landon
Subject: Surplus SAN-4, 2002 - Refuse Truck
Date: July 26, 2013
Cc: Amanda Pollack, Tom Tengman, and Ben Baker

The Sanitation Department recommends SAN-4, Refuse Truck be declared surplus. This truck is a 2002 Peterbilt with approximately 85,047 miles,

VIN # 1NPZH08X12D714239

Vehicle Condition - Poor

This vehicle is currently in poor condition high mileage, age of vehicle, and body deterioration. It has chronic electrical issues.

Body Condition- Poor

The automated body (arms, packer & body) are worn out.

All repairs would exceed the value of the vehicle and would not bring the vehicle back to a standard that would last long before something major or minor breaks again.

This truck was replaced as approved in the 2013 budget; Sanitation account number #32061-577025. We recommend this truck be included in the City sponsored auction rather than traded in. We hope to receive a greater amount through the auction process than the trade in offered.

Funds received from the auction would go back into Vehicles Acct.# 32061-534308 which is used for the repair and maintenance of vehicles.

Ben Baker
Ben Baker
Vehicle Maintenance Supervisor

Howard Landon
Howard Landon
Director of Operations

7-29-13
Date

7-29-13
Date

Amanda Pollack

7/29/13

City of Salisbury



MARYLAND

Salisbury



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KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

August 12, 2013

TO: Mayor and City Council

SUBJECT: Surplus of Various Items at the City Service Center/Yard

The Procurement Division received a request from the City Service Center/Yard to declare the following items surplus:

Make	Model	Description	Reason for Surplus
Bayliner	BIYD 12CCE898	Boat & 120 HP	Abandoned
Aeriol	PHP-4R	Hot Box	Does not work-no parts
Front End Loader	FR-12 B	Front End Loader	Bad Motor-too costly to
Ford	1966 SS-3	Street Sweeper	Worn out-will not operate
Freightliner	2001 Freightliner	Street Sweeper	Worn out-will not operate
Ford	1997	Street Sweeper	Body Removed

Upon declaration of surplus, as approved by Council, the aforementioned items will be sold at auction. Proceeds from the sale of these items will be placed back into the account numbers 31150-546006, 32060-546006, and 47000-546006 "Operating". Additional details are noted in the department memo.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR

Salisbury



2010

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AMANDA POLLACK, P.E.
ACTING DIRECTOR OF PUBLIC
WORKS

To: Catrice Parsons, Assistant Director of Internal Services – Procurement

Date: July 16, 2013

From: Amanda Pollack, Acting Director of Public Works

Subject: Recommendation for surplus, City Yard

I am requesting that the attached list of equipment and vehicles that are located at the City Yard go into surplus so they can be sold at auction. Please have any money made from the sales put back into operating accounts for: Street Div 31150-546006, Sanitation Div 32060-546006, and Marina 47000-546006.

Thank you for your consideration in this matter.

Howard Landon, Director of Operations

7-30-13
Date

City of Salisbury CITY YARD Surplus Equipment

MAKE	MODEL	DESCRIPTION	
Bayliner	BIYD 12CCE898	1998 17'17" Bayliner boat & 120 HP motor - Marina (47000-546006)	Abandoned at Marina
Aerial	PHP-4R	1998 Aerial Hot box - Street Div (31150-546006)	Doesn't work, no parts available
Front End Loader	FR-12 B	1988 Front end Loader - Street Div (31150-546006)	Bad motor, new motor will cost more than replacing the machine
Ford	1966 SS-3	Street Sweeper - SS-3 - Sanitation (32060-546006)	Worn out, does not pick up dirt
Freightliner	2001 Freightliner	Street Sweeper - SS-1 - Sanitation (32060-546006)	Worn out, does not pick up dirt
Ford	1997 Ford	Street Sweeper - SS-5 Cab and chassis only - Sanitation (32060-546006)	Body removed

May 7, 2013

City of Salisbury



MARYLAND

Salisbury



125 NORTH DIVISION STREET
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KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

August 12, 2013

TO: Mayor and City Council

SUBJECT: Approval of Change Order #1 for Project #5289

North Division Street Sewer Relief Main

The Procurement Department received a request from the Public Works Department ("PWD") to process Change Order #1 for the aforementioned project in the amount of \$106,645.00; with McCrone. This Change Order proposes to address changes in the location, size, and approach to providing capacity relief to the North Division Street Sewer line and extend the contract by 447 week for a new completion date of February 07, 2014. Additional details are noted in the department memo.

Funds are available in account number 30200-513020-55012 "Engineering/Architectural".

The Procurement Department requests Council's approval to approve Change Order #1 as previously stated.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR

Salisbury



2010

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AMANDA H. POLLACK, P.E.
ACTING DIRECTOR
OF PUBLIC WORKS

TO: Catrice Parsons, Assistant Director of Internal Services-Procurement
FROM: Amanda Pollack, Acting Director of Public Works *AP*
DATE: July 31, 2013
SUBJECT: Change Order No. 1
Project No: 5289
North Division Street Sewer Relief Main

Please process this change order for the North Division Street Sewer Relief Main. This amendment addresses changes in the location, size and approach to providing capacity relief to the North Division Street sewer line.

The original North Division Street Sewer Relief Main project authorized in June 2004 was to perform a feasibility study including hydraulic analysis of the existing and proposed sewer based on current and projected future flows. The scope was limited to investigation of a relief sewer to parallel an existing sewer on the East side of N. Division Street. The study included evaluation of alternatives to minimize disruption of both N. Division Street and existing utilities.

In April 2008, a report was submitted which evaluated three design options for the parallel sewer relief on the East side of N. Division Street. After a review of the prior studies and design engineering, Public Works determined that instead of a new 30" relief sewer on the east side of Division Street with future replacement of the deeper 15" and 18" sewers installed in 1926, it was more prudent to proceed with replacement of the older and deeper sewer with installation of a single 36" diameter sewer. This determination was based on a more cost effective long term solution which eliminated deeper excavation required by the smaller 30" relief line and ultimately a second excavation and reconstruction of North Division Street to replace the mains from 1926 in the future.

The total change order is \$106,645.00 per the attached letter from McCrone dated July 2, 2013. The work in this change order includes:

- Design the replacement of the 15" and 18" sewer main installed in 1926 with a 36" sewer, including house services.
- Design increasing the size of all cross connecting water mains at each block to 8". Replacement to extend to the limit of disturbance with transitions to the existing water lines.
- Design a complete reconstruction of the sidewalks disturbed during construction to current American Disabilities Act standards and construction of ADA ramps at all intersections and driveways in the project area.

- Design removal of the existing 12" water main and replacement with new 12" water main and individual house services including meters along Division Street and Baltimore Ave. to just North of London Ave due to conflicts between the proposed 36" sewer and the existing water main.
- Design of by-pass pumping for sewer and storm drains so that MDE permits for by-pass pumping can be obtained prior to the project bidding.
- Revisions to the traffic control plans to comply with current City requirements.
- Preparation of drawings to 1"=30' on 24"x36" sheets as requested for construction package.
- Additional surveying and site investigation to verify record drawings and to obtain topography associated with the new sidewalk construction.
- Submission of design segments within the State's right-of-way to MD SHA for review, approval and permitting.
- Additional soil borings and geotechnical analysis for the deeper 36" sewer.

The above scope items were beyond the original project scope. The limits established by this change order are not to be exceeded without written consent by the City.

The change order also includes adding contract duration of 447 weeks since the original contract was projected to be completed 7/15/2005.

We recommend award of this change order in the net amount of \$106,645.00. Sufficient funds to complete this work are available from a FY12 bond in account number 30200-513020-55012 Engineering/Architectural.



Amanda Pollack, P.E.
Acting Director of Public Works

CHANGE ORDER

#1

PROJECT: Contract Nos. 5289
North Division Street Sewer Relief

P.O. NO: 02040811-01

TO: McCrone, Inc
Building 1, Suite 6
119 Naylor Mill Road
Salisbury, MD 21801

CHANGE ORDER NO: 1
INITIATION DATE: 7/31/13
CONTRACT DATE: 6/23/04
ACCOUNT NO: 30200-513020-55012

You are directed to make the following changes in this contract:

1. Design replacement of the 100 year old 15" and 18" sewer main with a 36" sewer, including house services.
2. Design increasing the size of all cross connecting water mains at each block to 8".
3. Design complete reconstruction of sidewalks disturbed during construction to current American Disabilities Act standards, and construction of ADA ramps at all intersections and driveways in the project area.
4. Design removal and replacement of the existing 12" water main and individual house services including meters along Division Street and Baltimore Ave. to just North of London Ave due to conflicts between the proposed 36" sewer and the existing water main.
5. Design of by-pass pumping for sewer and storm drains so that MDE permits for by-pass pumping can be obtained prior to the project bidding.
6. Prepare revisions to the traffic control plans to comply with current City requirements.
7. Preparation of drawings to 1"=30' on 24"x36" sheets as requested for construction package.
8. Additional surveying and site investigation to verify record drawings and to obtain topography associated with the new sidewalk construction.
9. Submission of design segments within the State's right-of-way to MD SHA for review, approval and permitting.
10. Additional soil borings and geotechnical analysis for the deeper 36" sewer.

Not valid until signed by the Owner and Department Head.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	\$ <u>89,700.00</u>
Net change by previously authorized Change Orders	\$ <u>0.00</u>
The Contract Sum prior to this Change Order was	\$ <u>89,700.00</u>
The Contract Sum will be (increased), (decreased), (unchanged) by this Change Order	\$ <u>106,645.00</u>
The new Contract Sum including this Change Order will be	\$ <u>196,345.00</u>
The Contract Time will be (increased), (decreased), (unchanged) by this Change Order by () days or (447) weeks	
The date of substantial completion as of the date of this Change Order	
therefore is	<u>February 7, 2014</u>

AUTHORIZED:

BY: _____ Amanda Pollack, P.E. Acting Director of Public Works DATE: _____	Vendor: _____ BY: _____ Printed name _____ Title	BY: _____ Catrice Parsons, Assistant Director of Internal Services-Procurement Division DATE: _____ Funding/Bid Award As Approved by City Council By: _____
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July 2, 2013

Ms. Amanda Pollack, Acting Public Works Director
City of Salisbury
Department of Public Works
125 N. Division Street
Salisbury, MD 21801
Phone: (410) 548-3170
Fax: (410) 548-3107
apollack@ci.salisbury.md.us

RE: Engineering Services, Revised Contract Amendment No. 1 to P.O. 020440811-01
North Division Street Sewer Relief, Engineering Services Project Order No. 5289.

Dear Ms. Pollack:

McCrone, Inc. is pleased to submit this Contract Amendment for additional civil engineering, geotechnical and reimbursable costs to change the relief sewer to a 36-inch replacement sewer on North Division Street. McCrone, Inc. was issued a notice to proceed under the original contract on June 22, 2004. The basis for this Contract Amendment and associated costs are further detailed herein.

This contract amendment covers a nine-year span of time during which McCrone was directed by the City to start, stop, hold and change design objectives several times. For much of the time McCrone was idle awaiting direction from the City. Now that decisions have been made on how to proceed, we have detailed the primary changes and associated costs that we are asking for in this amendment.

\$33,479.00

1. The agreed upon location and size of the sanitary relief sewer has changed requiring redesign, redrafting and City reviews. The original relief sewer was to be on the East side of Division Street and was to replace the existing 10-12-inch sewer and leave the deeper sewer in place. In the past two years the City determined, through reviewing our alternative designs, that it was more cost effective in the long run to replace the 100-year old deeper 15-18 inch sewer on the West side of Division Street with a single 36-inch diameter sewer instead of adding a parallel shallower relief sewer. The result will be one new 36-inch sewer instead of a new 30-inch relief sewer and maintaining the old 15-18 inch sewer which would have to be replaced in the future. The eventual replacement of the old deep sewer would require the utilities above the sewer and the street be reconstructed again when the work is done. See the attached typical road and utility sections.

Combining the existing two sewers into one 36-inch sewer requires all house service connections be replaced. New house connections on the 36-inch sewer pipe will extend to the clean out at the back of sidewalk. Due to the depth, numerous utilities and surface features, it was determined to be most cost effective to reconstruct Division Street in phases, one block at a time.

The design, drawings and construction specifications of the east side relief sewer was submitted for approval to the City and then MDE on May 13, 2009. McCrone was then directed to design the replacement sewer on the west side. The 75% complete submittal was accepted by the City on February 18th, 2011. Since then, McCrone has not received all the design review comments, and we have been awaiting the approval of CA #1.

- \$11,092.00
2. Updated standards for the American Disabilities Act (ADA) now require the complete reconstruction of the sidewalks when roads are reconstructed to provide ADA compliant handicap ramps at intersections, driveway entrances and at sidewalk lateral ramps to crossing driveways. Adjustments to driveways, lead sidewalks to the residences and adjacent yards are also included herein.
- \$7,683.00
3. Water mains and individual services are also being replaced in Division Street from Baltimore Ave. to just north of London Ave. With the current water main alignment next to the deep excavations for the sewer, the water main will be removed and the water mains cut at intersections and house service connections. In addition, the City has asked to increase the size of the cross connecting mains under the pavement. To maintain water service while each block is being reconstructed, McCrone will design a temporary water service across the ground.
- \$16,936.00
4. The City and MDE are now requiring that bypass pumping for the sewer be designed up front by the engineer instead the contractor developing and submitting their plan for approval. McCrone will develop the bypass pumping design and drawings for the sewer as outlined in the email received from the City on July 9th, 2012. Also, the storm drains need bypass pumping to be designed due to the one block at a time construction phasing.
- \$7,074.00
5. City requirements for traffic control plans have further developed and become more design oriented and detailed. Now prior to bidding, McCrone must prepare detailed means, methods and drawings for the contractor to follow and base his bid upon. Block-by-block phasing will require consideration of the greater neighborhood's one-way streets and designated no truck routes. Our pricing was originally based on the very basic 2004 MD SHA standard details which was common practice at the time.
- \$6,459.00
6. As requested by the City, McCrone, Inc. will redraft the drawings to a scale of 1" = 30' on 24"x36" sheets due to the density of utilities and information to be shown instead of on the old City standard 11"x 25" sheets. Both water and sewer will be shown in the plan view of the drawing. The profile will be shown on the same sheet and below the plan view.
- \$10,702.00
7. Additional surveying and investigative services were needed due to incorrect record drawings of recent storm drain work on North Salisbury Blvd and Bridgeview Street. Also, additional topographic surveying was necessary for the sidewalk construction, yard grading tie-ins and intersecting street design.
- \$5,840.00
8. Since a portion of the construction will be in the State's right-of-way, design and construction at the intersection of North Salisbury Blvd. and Bridgeview Street will be submitted to MD SHA for review, approval and permitting.
- \$7,380.00
9. Additional soil borings and geotechnical analysis are needed for the deeper 36-inch sewer. McCrone, Inc. will subcontract Hillis-Carnes Engineering Associates, Inc. to conduct an amendment to their original soil borings and an analysis of the soils for suitability as a foundation and backfill for the deep large-diameter sewer pipe. HCEA proposes a subsurface investigation consisting of three twenty-five foot borings in the areas previously investigated. These borings are necessary because the

Ms. Amanda Pollack
July 2, 2013
Page 3

replacement sewer depth is deeper than the parallel relief sewer. The three original fifteen-foot borings will be extended by 10-feet each and soil samples taken at 2.5 foot intervals between 15 and 25 feet. Included in the price is a traffic control plan meeting MD SHA and the City of Salisbury standards and specifications for the borings.

CONTRACT AMENDMENT #1 TOTAL = \$106,645.00

Reimbursable costs for prints, plots, mylars, photocopies, mileage, photographs, and an electronic digital copy of the final documents are included in these quoted line-item services. Final design deliverables include four paper copies and one digital CAD copy of the contract documents.

McCrone has or will make the above mentioned revisions and submit 90% drawings and documents for the City's final review. Upon receiving City comments and contract bid information, McCrone will complete the documents and make final bid sets. The 90% drawings will be submitted to MDE and Wicomico County Soil Conservation District for their review and approval. Cost estimates will be submitted at 90% and 100% of completion. A status report shall be prepared at the 90% submittal.

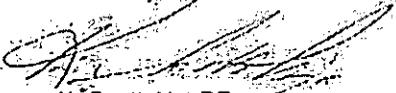
As requested by the City, the bid drawings will delineate a construction phase line on Division Street at the north PC of Hickory Street. Another phase line will be delineated at the PC of Bridgeview Street at Salisbury Blvd.

Easements along the route of construction are not anticipated based upon our discussions with the City. We understand the City has a trespass agreement for construction of new utilities and construction adjustments adjacent to the new sidewalk construction.

McCrone, Inc. will not provide construction services associated with the work at this time, but will provide services when determined necessary by the City after the work has been bid. This work would be an amendment to the contract.

Please process this Contract Amendment at your earliest convenience. Attached is an hourly breakdown of services. The total fee for contract amendment is \$106,645.00. Should you have any additional questions, please call me.

Sincerely,



K. Scott Aja, PE
Vice President

Attachment: Hourly Breakdown and Typical Road and Utility Section

40044-070213.ca#1

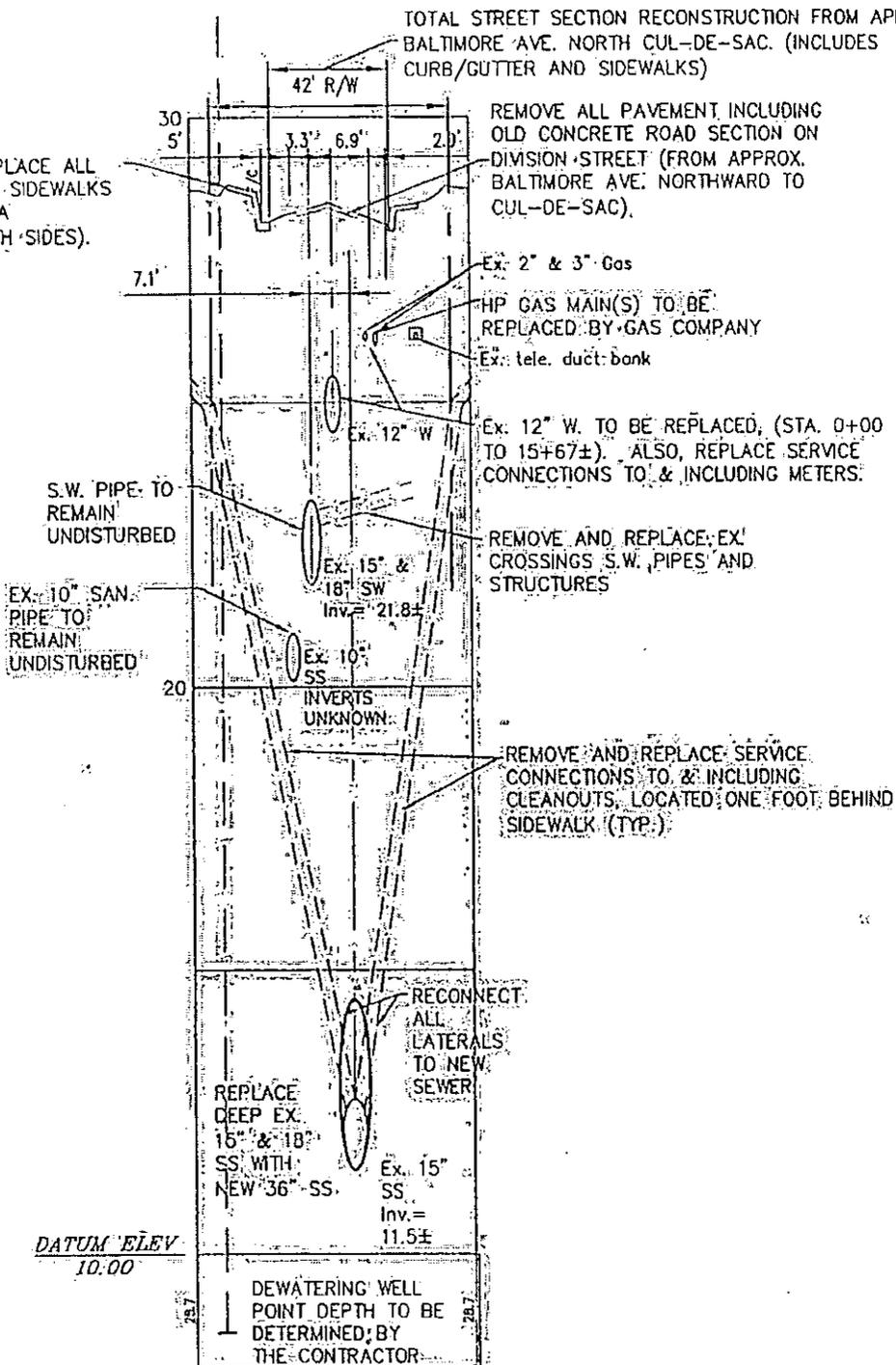
TASK/HOUR BREAKDOWN

PROJECT: Contract Amendment #1, N.Division Street Sewer Job Number: D2040044 CLIENT: City of Salisbury

Prepared by <u>KSA</u> 7/2/2013	DIRECT LABOR COSTS Category of Personnel Rate per Hour								D	E	F
	A	A	A	A	A	A	A	B			
	Principal PE	Project Engineer	Surveyor	Civil Engineer	Cadd Designer	Admin. Assistant	Surv. Field Crew	Direct Labor Costs	OTHER DIRECT COSTS	Reimbursables	TOTAL FEE
Phase/Task (Survey and Design per hour rates)	\$165.00	\$120.00	\$112.00	\$102.00	\$95.00	\$60.00	\$142.00				
Design the 36 inch replacement sewer and abandon the relief sewer design	28	143	0	72	42	2	0	287.00	\$0.00		
	\$4,620.00	\$17,160.00	\$0.00	\$7,344.00	\$3,990.00	\$120.00	\$0.00	\$33,234.00		\$245.00	\$33,479.00
Replace sidewalks with ADA compliant walks; Adjust lead sidewalks, driveways and adjacent yards. (Design only, field surveying below)	12	24	0	36	16	4	0				
	\$1,980.00	\$2,880.00	\$0.00	\$3,672.00	\$1,520.00	\$240.00	\$0.00	\$10,292.00	\$0.00	\$800.00	\$11,092.00
Design the replacement of the water main and service connections in Division Street. Add surface temp. water on both sides.	3	20	0	24	20	0	0				
	\$495.00	\$2,400.00	\$0.00	\$2,448.00	\$1,900.00	\$0.00	\$0.00	\$7,243.00	\$0.00	\$440.00	\$7,683.00
Provide detailed bypass pumping plans for the sanitary sewer and storm drainage.	12	42	0	58	32	0	0				
	\$1,980.00	\$5,040.00	\$0.00	\$5,916.00	\$3,040.00	\$0.00	\$0.00	\$15,976.00	\$0.00	\$960.00	\$16,936.00
Provide a detailed traffic control plan for the sewer construction, all Phases.	2	16	0	32	12	0	0				
	\$330.00	\$1,920.00	\$0.00	\$3,264.00	\$1,140.00	\$0.00	\$0.00	\$6,654.00	\$0.00	\$420.00	\$7,074.00
Redraft the 11x25 (40 scale) sheets onto 24x36 (30 Scale) sheets.	3	6	0	12	36	0	0				
	\$495.00	\$720.00	\$0.00	\$1,224.00	\$3,420.00	\$0.00	\$0.00	\$5,859.00	\$0.00	\$600.00	\$6,459.00
Surveying services to correct poor as-built information (MD SHA and City) at Bridgeview Ave. and surveying for ADA sidewalks & migs.	6	14	12	0	18	0	34	84			
	\$990.00	\$1,680.00	\$1,344.00	\$0.00	\$1,710.00	\$0.00	\$4,828.00	\$10,552.00	\$0.00	\$150.00	\$10,702.00
Bridgeview at North Salisbury Blvd. design and submittals to MD SHA for review and approval	4	16	0	20	10	2	0	52			
	\$660.00	\$1,920.00	\$0.00	\$2,040.00	\$950.00	\$120.00	\$0.00	\$5,690.00	\$0.00	\$150.00	\$5,840.00
Additional Geotechnical Borings, Analysis, Report and Traffic Control Plan for borings	2	6	0	8	12	0	0				
	\$330.00	\$720.00	\$0.00	\$816.00	\$1,140.00	\$0.00	\$0.00	\$3,006.00	\$4,074.00	\$300.00	\$7,380.00
TOTALS:	72	287	12	262	198	8	34	423			
	\$11,880.00	\$34,440.00	\$1,344.00	\$26,724.00	\$18,810.00	\$480.00	\$4,828.00	\$98,506.00	\$4,074.00	\$4,065.00	\$106,645.00

REMOVE AND REPLACE ALL CURB, GUTTER & SIDEWALKS NOT MEETING ADA STANDARDS (BOTH SIDES).

TOTAL STREET SECTION RECONSTRUCTION FROM APPROX. BALTIMORE AVE. NORTH CUL-DE-SAC. (INCLUDES CURB/GUTTER AND SIDEWALKS)



REMOVE ALL PAVEMENT INCLUDING OLD CONCRETE ROAD SECTION ON DIVISION STREET (FROM APPROX. BALTIMORE AVE. NORTHWARD TO CUL-DE-SAC).

Ex: 2" & 3" Gas
HP GAS MAIN(S) TO BE REPLACED BY GAS COMPANY
Ex: tele. duct bank

Ex: 12" W TO BE REPLACED, (STA. 0+00 TO 15+67±). ALSO, REPLACE SERVICE CONNECTIONS TO & INCLUDING METERS:

REMOVE AND REPLACE EX' CROSSINGS S.W. PIPES AND STRUCTURES

REMOVE AND REPLACE SERVICE CONNECTIONS TO & INCLUDING CLEANOUTS, LOCATED ONE FOOT BEHIND SIDEWALK (TYP.)

RECONNECT ALL LATERALS TO NEW SEWER

REPLACE DEEP EX. 15" & 18" SS WITH NEW 36" SS.

Ex: 15" SS
Inv. = 11.5±

DATUM ELEV 10.00

DEWATERING WELL POINT DEPTH TO BE DETERMINED BY THE CONTRACTOR

TYPICAL SECTION

STA. 3+50±
SCALE: HORIZ.: 1"=30'
VERT.: 1"=3'

TYP. SECTION FOR N. DIVISION STREET

SALISBURY, WICOMICO COUNTY, MARYLAND

Prepared For: CITY OF SALISBURY

MCCRONE

• Engineering • Environmental Sciences
• Construction Services • Land Planning & Surveying
ANNAPOLIS • CENTREVILLE • DOVER • ELKTON • SALISBURY
119 HAYLOR MILL ROAD, SUITE 6
SALISBURY, MD 21801
PHONE 410-444-1172 FAX 410-444-2222
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DRAWN BY ML
SCALE AS SHOWN
DATE 7/13/13
JOB NO. D2040044
SHEET No. 1

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190
Fax: 410-548-3192

KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

August 12, 2013

TO: Mayor and City Council

SUBJECT: Award of Contract A-3-12 R2

Miscellaneous Chemicals-WTP & WWTP

The Procurement Department received a request from the Public Works Department to process the extension of Annual Contract A-3-12 R2 Miscellaneous Chemicals for the Water Treatment Plant ("WTP") and the Waste Water Treatment Plant ("WWTP") provided by Intercoastal Trading in the amount of \$115,984.00 and Kemira Water Solutions, Inc. in the amount of \$284,184.00, respectively. This Annual Contract extension proposes to keep costs consistent with FY13 pricing for FY14.

There are sufficient funds to cover these purchases in account numbers 82075-546004 and 86083-546004 "Chemicals", respectively.

The Procurement Department requests Council's approval to approve the award of A-3-12 R2 for the WTP and for the WWTP as previously stated.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

AMANDA H. POLLACK, P.E.
ACTING DIRECTOR
OF PUBLIC WORKS

TO: Catrice Parsons – Director of Internal Services
FROM: Amanda Pollack, P.E. – Acting Director of Public Works *AP*
DATE: July 24, 2013
SUBJECT: Recommendation for Award
Contract No A-3-12, R2
Miscellaneous Chemicals – Wastewater Treatment Plant (WWTP)
Water Treatment Plant (WTP)

All vendors, (Intercoastal and Kemira), covered under Contract No. A-3-12 R2 have agreed to renew our chemical contracts at the same pricing for one additional year. The WWTP and the WTP are both satisfied with the performance and product quality from these vendors and recommends awarding these chemical vendors a chemical supply contract for an additional year:

WWTP Total: \$287,184.00

Kemira Water Solutions Inc. Ferric Chloride 600DT @ \$478.64 (38% - 42% Solution)	\$287,184.00
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Funds are available in the WWTP budget: Account 86083-546004 Chemicals

WTP Total: \$115,984.00

Intercoastal Trading Sodium Hydroxide 25% \$176 dry ton x 659	\$115,984.00
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Funds are available in the WTP budget: Account 82075-546004 Chemicals

Amanda H. Pollack

Amanda H. Pollack, P.E.
Acting Director of Public Works