

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

JANUARY 28, 2013

PUBLIC OFFICIALS PRESENT

*Council President Terry E. Cohen Council Vice President Deborah S. Campbell
Councilwoman Eugenie P. Shields Councilwoman Laura Mitchell
James Ireton, Jr., Mayor (left at 6:10 p.m.) Councilman Timothy K. Spies*

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, City Administrator John Pick, ICMA-CM, City Attorney Mark Tilghman (arrived at 6:02 p.m.), Internal Services Director Keith Cordrey, Acting Fire Chief Rick Hoppes, Public Works Deputy Director Amanda Pollick, 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 President Cohen called the meeting to order and a moment of silent meditation was held followed by the Pledge of Allegiance.

CERTIFICATES OF APPRECIATION

Mayor James Ireton, Jr. was joined by the Chair of the Friends of Poplar Hill Mansion, Aleta Davis, to present Certificates of Appreciation to Mason Dixon Woodworkers for their outstanding workmanship in preserving and restoring the historic smokehouse at Poplar Hill Mansion. Present to receive Certificates of Appreciation were Ed Nock and Pat Lemley. Don Hicks, Bill Lankford and Jim Ware were also recipients, but were not present.

ANNOUNCEMENT

Denise Eberspacher, Director of Fund Development, Communications and Service Center for Girl Scouts of the Chesapeake Bay, announced the first annual "Girl Scout Cookie Day" will be celebrated on February 8, 2013. She thanked the Salisbury community for supporting the cookie sales and local businesses for allowing booths to be set up at their entrances for cookie sales.

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Shields moved and Mrs. Campbell seconded to adopt the legislative agenda as presented. Mr. Spies moved, Mrs. Campbell seconded, and the vote was unanimous to amend the agenda by removing the Machining Technologies, Inc. (Matech) Manufacturing Exemption Request from

the consent agenda and from the agenda entirely.

The legislative agenda, as amended, was adopted by unanimous vote in favor.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda, as amended, and consisting of the following items, was unanimously approved on a motion by Mrs. Shields and a second by Mrs. Campbell:

- *January 7, 2013 work session minutes*
- *January 14, 2013 regular meeting minutes*
- *Resolution No. 2247 – accepting the donation of materials for the restoration of the Historic Smokehouse at the Poplar Hill Mansion*
- *Resolution No. 2248 – appointing Jennifer Downing to the Traffic and Safety Advisory Committee for a term ending July 31, 2015*
- *Resolution No. 2249 – appointing Darnell J. Coleman to the Traffic and Safety Advisory Committee for a term ending July 31, 2015*

AWARD OF BIDS – presented by Internal Services Director Keith Cordrey

The following items were unanimously approved on a motion by Mr. Spies and a second by Mrs. Mitchell:

- *Declaration of Surplus-Pedestrian Traffic Signal - \$0.00*
- *Change Order #8-A-07-09 R2 (Curb, Gutter, and Sidewalk) - \$7,600.00*
- *Change Order #4 to Contract 118-10 (Rehabilitation of Park Wells) - \$35,770.00*
- *Change Order #1 to RFP 06-10 (Eng. Svc. for Well 2A, 6A, 10B and 14A) - \$37,200.00*
- *Award Eng Svc for Citywide Pump Station Inventory and Assessment - \$132,500.00*

RESOLUTION – presented by City Administrator John Pick

- *Resolution No. 2250 – authorizing the Mayor to sign an agreement extending the cable franchise agreement with Comcast of Delmarva, LLC until July 9, 2013*

On a motion and seconded by Mrs. Campbell and Mr. Spies, respectively, Resolution No. 2250 was approved by unanimous vote in favor.

ORDINANCES – presented by City Attorney Mark Tilghman

- *Ordinance No. 2229 – 2nd reading & Public Hearing – to close and abandon an area of land being the unimproved roadbeds of Ascension Drive and Centurion Drive and the easements that adjoin said roadbeds, located in Beaglin Crossing Business Park in the City of Salisbury, Parsons Election District, Wicomico County, State of Maryland*

On a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively, Ordinance No. 2229 for second reading was approved by unanimous vote in favor. No public comments were received during the Public Hearing.

- *Ordinance No. 2230 – 1st reading – amending False Alarm Fees and designating certain reoccurring false alarms within the same calendar year at the same property location as municipal infractions*

Mrs. Shields moved, Mrs. Campbell seconded, and the vote was unanimous to approve Ordinance No. 2230 for first reading.

- *Ordinance No. 2231 – 1st reading - to eliminate fourteen parking spaces and provide three bus parking spaces on the east side of Wayne Street adjacent to the Salisbury University Stadium*

Mr. Spies moved and Mrs. Campbell seconded to approve Ordinance No. 2231.

Mr. Spies moved to amend Ordinance No. 2231 by inserting a comma after “stadium” on line 29. Mrs. Campbell seconded and the amendment was unanimously approved.

Ordinance No. 2231 for first reading, as amended, was unanimously approved.

- *Ordinance No. 2232 – 1st reading – approving an amendment of the FY 13 General Fund and Water and Sewer Fund Budgets to appropriate funds to cover the City’s cost for a pay and classification study*

On a motion by Mrs. Campbell and seconded by Mrs. Shields, Ordinance No. 2232 for first reading was approved on a 4 – 1 vote, with Mrs. Cohen, Mrs. Campbell, Mrs. Shields, and Mr. Spies voting “aye” and Mrs. Mitchell voting “nay.”

PUBLIC COMMENTS

One member of the public commented on the following:

- *Salisbury University should pay the entire amount to re-line Wayne Street*
- *there are more vacant and unsold homes now than there ever has been*
- *incentives must be created for families to buy homes in the City*

ADJOURNMENT

The legislative meeting adjourned at 7:01 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
JANUARY 22, 2013

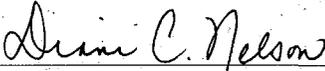
TIME & PLACE: 4:33 p.m., Government Office Building – Conference Room 306
PURPOSE: To consult with counsel to obtain legal advice on a legal matter and to consult with staff, consultants, or other individuals about pending or potential litigation
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Section 10-508(a)(7)(8)
PRESENT: Council President Terry E. Cohen, Councilwoman Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, Assistant City Clerk Diane C. Nelson, City Administrator John Pick, ICMA-CM, City Attorney Mark Tilghman, and Planning and Zoning Director Jack F. Lenox, AICP
ABSENT: Council Vice-President Deborah S. Campbell, Mayor James Ireton, Jr.

The City Council convened in a Work Session in room #306 in the Government Office Building at 1:30 p.m.

At 4:33 p.m., Mr. Spies moved, Ms. Shields seconded, and the vote was unanimous to convene in Closed Session for the purpose of consulting with counsel to obtain legal advice on a legal matter and consulting with staff about pending or potential litigation as permitted by the Annotated Code of Maryland Sections 10-508(a)(7)(8); the Closed Session began at 4:33 p.m.

On a motion by Ms. Mitchell, seconded by Mrs. Shields, and approved on a unanimous vote in favor, Council adjourned the Closed Session at 5:12 p.m., returned to Open Session, and reported that while in Closed Session Council had discussed legal issues related to the U.S. Rt. 50/Moore Annexation and to a real estate issue that has gone on for years unresolved. Council reached unanimous consensus to move forward based on the advice of the City Attorney and Staff.

Thereafter, Council continued in open Work Session.


Assistant City Clerk


City Clerk


Council President

COUNCIL AGENDA

January 28, 2013

1.	Declaration of Surplus-Pedestrian Signal	\$0.00
2.	Change Order #8-A-07-09 R2	\$7,600.00
3.	Change Order #4 to Contract 118-10	\$35,770.00
4.	Change Order #1 to RFP 06-10	\$37,200.00
5.	Award Eng Svc for Citywide Pump Station Inventory and Assessment	\$132,500.00

COUNCIL AGENDA

January 28, 2013

To: Mayor and City Council

Subject: Surplus Item-Pedestrian Traffic Signal

The Procurement Department received a request from the Salisbury Public Works Department to declare the following pedestrian flashing signal surplus:

Department	Description
Public Works	Pedestrian Flashing Signal

Upon declaration of surplus, and as approved by the Council, the aforementioned signal will be used by Salisbury University & Wicomico County on Camden Avenue, near Loblolly Lane.

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

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801

Tel: 410-548-3170
Fax: 410-548-3107

PUBLIC WORKS
TERESA GARDNER, P.E.
DIRECTOR

To: Catrice Parsons, Assistant Director of Internal Services-Procurement
From: Teresa Gardner, Director of Public Works
Date: January 22, 2013
Re: Camden Avenue Flashing Pedestrian Signal

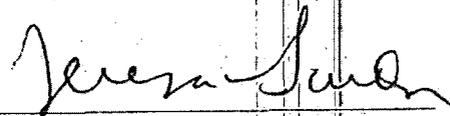
We request to surplus a flashing pedestrian signal from the Streets Department. Flashing pedestrian signals were purchased in February 2008 with equal ownership belonging to the City of Salisbury, Wicomico County and Salisbury University. The total cost was \$8,393.88, and the City's share of the cost was \$2,797.96. The flashing pedestrian signals were located at the intersection of South Division Street and Onley Road, and have been removed as part of the recent Onley/Bateman project.

Salisbury University was consulted to identify their most heavily used pedestrian crosswalk to relocate the signal. The crosswalk on Camden Avenue south of Loblolly Lane was identified to utilize the flashing pedestrian signals. Camden Avenue in this location is a County road. The County concurs with this location and the installation. The County will maintain the flashing pedestrian signals.

Since the new location is on a County portion of the road and benefits Salisbury University, we recommend declaring the signal as surplus and giving our share of the signal to the County and Salisbury University. Please advise if you need any additional information.



Amanda Pollack, P.E.
Deputy Director



Teresa Gardner, P.E.
Director of Public Works

COUNCIL AGENDA

January 28, 2013

TO: Mayor and City Council

SUBJECT: Change Order #8 to Contract No. A-7-09 R2

Curb, Gutter, and Sidewalk

The Procurement Department received a request from Community Development (CD) to process Change Order #8 for Contract No. A-7-09 R2 *Curb, Gutter, and Sidewalk Program* in the amount of \$7,600.00; with Malone & Phillips. This Change Order proposes to create a concrete pad and sidewalk (the sidewalk will provide ADA connectivity) for a gazebo. Additional details are noted in the department memo.

Funds are available in account number 10500-577024-29000 "*Program Open Space*".

The Procurement Department requests Council's approval to approve Change Order #8 as noted above to Malone & Phillips in the amount of \$7,600.00.

Thank you,

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

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

To: Catrice Parsons, Assistant Director Internal Services - Procurement
From: Deborah Stam, MBA, Community Development Director
Subject: Change Order No. 8 - Contract No. A-7-09 R2- P.O. 02120220
Citywide Concrete Program

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #8, in the amount of \$7,600.00. This contract is a yearly contract and is utilized as funds are made available for requested projects.

A gazebo is to be placed at the Marine Riverwalk next to Parking Lot #33 as part of the Riverwalk Park - Area "A" 2000 Program Open Space Grant. The funds requested are to be utilized to place a concrete pad for this gazebo and sidewalk to provide ADA connectivity to the gazebo.

Funds will be encumbered from the following account for the work mentioned above:
10500-577024-29000\$ 7,600.00

Approved:


Deborah Stam, MBA
Community Development Director

CHANGE ORDER

#8

PROJECT: **Contract No. A-07-09 R2**
Citywide Concrete Program

P.O. NO: **02120220**

TO: **Malone & Phillips**
P.O. Box 2341
Salisbury, MD 21802

CHANGE ORDER NO: 8
INITIATION DATE: 01-14-13
CONTRACT DATE: 12-09-11
ACCOUNT NO: 10500-577024-29000

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

A gazebo is to be placed at the Marine Riverwalk next to Parking Lot #33 as part of the Riverwalk Park - Area "A" 2000 Program Open Space Grant. The funds requested are to be utilized to place a concrete pad for this gazebo and sidewalk to provide ADA connectivity to the gazebo.

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.....
Net change by previously authorized Change Orders.....
The Contract Sum prior to this Change Order was.....
The Contract Sum will be (increased), (decreased), (unchanged) by this
Change Order
The new Contract Sum including this Change Order will be.....
The Contract Time will be (increased), (decreased), (unchanged) by this
Change Order by () days or () months
The date of substantial completion as of the date of this Change Order..
therefore is

\$ 31,357.23
\$ 265,750.30
\$ 297,107.53
\$ 7,600.00
\$ 304,707.53

June 30, 2013

AUTHORIZED:

BY: _____ Teresa Gardner, P.E. Director of Public Works DATE: _____	Vendor: _____ BY: _____ Printed name _____ Title BY: _____ Sign for Identification DATE: _____	BY: _____ Catrice Parsons, Assistant Director of Internal Services-Procurement Division DATE: _____
BY: _____ Keith A. Cordrey Director of Internal Services DATE: _____		Funding/Bid Award As Approved by City Council By: _____ Terry E. Cohen President, City Council DATE: _____
BY: _____ Mark Tilghman City Solicitor DATE: _____		

COUNCIL AGENDA

January 28, 2013

TO: Mayor and City Council

SUBJECT: Change Order #4 to Contract No. 118-10

Rehabilitation of Park Wells 2A, 6A, 10B, and 14A

The Procurement Department received a request from Salisbury Public Works (SPW) to process Change Order #4 for the aforementioned contract in the amount of \$35,770.00; with A.C. Schultes of Delaware. This Change Order proposes to add the rehabilitation of well 14A. Although this well rehabilitation was a part of the original RFP there were no funds available in May 2010 to support this work. A.C. Schultes has agreed to keep the May 2010 pricing for the rehabilitation of well 14A. Additional details are noted in the department memo.

Funds are available in account number 82075-577020 "*Improvements Other than Buildings*".

The Procurement Department requests Council's approval to approve Change Order #4 as noted above to A.C. Schultes in the amount of \$35,770.00.

Thank you,

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

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

MARYLAND

TO: Catrice Parsons, Assistant Director of Internal Services-Procurement
FROM: Teresa Gardner, Director of Public Works
DATE: January 11, 2013
SUBJECT: Change Order 4
Contract 118-10 Rehabilitation of Park Wells 2A, 6A, 10B, and 14A

The Park WTP supplies approximately one-third of the treated water used in the City of Salisbury. By maintaining the wells supplying the Park WTP, customers are assured that this water will continue to be available. On May 27, 2010, SPW received bids for the redevelopment of Park Wells 2A, 6A, 10B and 14A. There were three bidders: A. C. Schultes, Zober Contracting, and Layne Christensen. A.C. Schultes bid was \$23,360 less than the next lowest bidder and was awarded the project.

At the time of award, the City of Salisbury only had funds to award the work associated with Well 2A and 10B. It was anticipated that once additional funds became available, the remaining tasks associated with Well 6A and 14A would be awarded. In the FY13 budget, \$100,000 was made available for the restoration of Park Well Field.

A.C. Schultes has agreed to complete the rehabilitation of Well 14A at the cost originally proposed in May 2010 by August 30, 2013. The costs from that proposal are provided below:

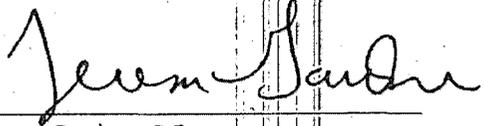
Task 401- Mobilization and Demobilization	1 LS	\$7,960.00	\$7,960.00
Task 402-Specific Capacity Test w/Temp. Pump	1 LS	\$1,400.00	\$1,400.00
Task 403-Brush Casing and Screen/Pumping	12HR	\$ 175.00	\$2,100.00
Task 404- Camera Inspection Support/Standby	2 HR	\$ 175.00	\$ 350.00
Task 405-Support Services for Impulse/Surge Block/Isolation Pumping	32 HR	\$ 175.00	\$5,600.00
Task 406-Specific Capacity Test	1 LS	\$ 750.00	\$ 750.00
Task 407-High Pressure Jetting/Pumping	16 HR	\$ 185.00	\$2,960.00
Task 408-Double Surge Block	16 HR	\$ 175.00	\$2,800.00
Task 409-Specific Capacity Test	1 LS	\$ 750.00	\$ 750.00
Task 410-Acid Treatment/Surgng	1 LS	\$1,750.00	\$1,750.00
Task 411-Specific Capacity Test	1 LS	\$ 750.00	\$ 750.00
Task 412-Camera Inspection Support/Standby	2 HR	\$ 175.00	\$ 350.00
Task 413-Step test/Constant Rqte Test	1 LS	\$2,400.00	\$2,400.00
Task 414-Furnish/Install Heater and Appurtenances	1 LS	\$5,000.00	\$5,000.00
Task 415-Site Restoration	1 LS	\$ 850.00	\$ 850.00
	Total:		\$35,770.00

In addition a time extension of 598 days for the completion of Tasks 401-415 is requested.

Given that A.C. Schultes has an extensive and reputable work history with City including previous well rehabilitation jobs and has agreed to complete the work at the price bid in 2010, it is our recommendation is to approve change order 4 in the amount of \$35,770.00

Sufficient funds to complete this work are available in account 82075-577020 Water Construction-Improvements other than buildings.

Jana Potvin
Project Engineer



Teresa Gardner, P.E.
Director-Public Works

CHANGE ORDER

#4

PROJECT: **Contract 118-10
Park Well 2 and 10 Rehab**

P.O. NO: 02100452

TO: **A.C. Schultes of Delaware**
P.O Box 188
Bridgeville, DE 19933

CHANGE ORDER NO: _____ 4
INITIATION DATE: 1/13/2013
CONTRACT DATE: 6/7/2010
ACCOUNT NO: 82075-577020

You are directed to make the following changes in this contract:
Add the following tasks to the contract for 14A:

Task 401	Mobilization and Demobilization	1 LS	\$7,960.00	\$7,960.00
Task 402	Specific Capacity Test w/Temp. Pump	1 LS	\$1,400.00	\$1,400.00
Task 403	Brush Casing and Screen/Pumping	12 HR	\$ 175.00	\$2,100.00
Task 404	Camera Inspection Support/Standby	2 HR	\$ 175.00	\$ 350.00
Task 405	Support Services for Impulse/Surge Block/Isolation Pumping	32 HR	\$ 175.00	\$5,600.00
Task 406	Specific Capacity Test	1 LS	\$ 750.00	\$ 750.00
Task 407	High Pressure Jetting/Pumping	16 HR	\$ 185.00	\$2,960.00
Task 408	Double Surge Block	16 HR	\$ 175.00	\$2,800.00
Task 409	Specific Capacity Test	1 LS	\$ 750.00	\$ 750.00
Task 410	Acid Treatment/Surging	1 LS	\$1,750.00	\$1,750.00
Task 411	Specific Capacity Test	1 LS	\$ 750.00	\$ 750.00
Task 412	Camera Inspection Support/Standby	2 HR	\$ 175.00	\$ 350.00
Task 413	Step test/Constant Rqte Test	1 LS	\$2,400.00	\$2,400.00
Task 414	Furnish/Install Heater and Appurtenances	1 LS	\$5,000.00	\$5,000.00
Task 415	Site Restoration	1 LS	\$ 850.00	\$ 850.00
		Total:		\$35,770.00

Provide a time extension of 598 days for the completion of Tasks 401-415.

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	\$ 91,860.00
Net change by previously authorized Change Orders	\$ 7,136.00
The Contract Sum prior to this Change Order was	\$ 98,996.00
The Contract Sum will be (increased), (decreased), (unchanged) by this Change Order	\$ 35,770.00
The new Contract Sum including this Change Order will be.....	\$ 134,766.00
The Contract Time will be (increased), (decreased), (unchanged) by this Change Order by (598) days or () weeks	
The date of substantial completion as of the date of this Change Order..... therefore is	August 30, 2013

AUTHORIZED:

BY: _____ Teresa Gardner, P.E. Director of Public Works	Vendor: <u>Golder and Associates.</u> BY: _____ Printed name _____ Title	BY: _____ Catrice Parsons, Assistant Director of Internal Services-Procurement Division DATE: _____ Funding/Bid Award As Approved by City Council
DATE: _____ BY: _____ Keith A. Cordrey		

<p>Director of Internal Services</p> <p>DATE: _____</p>	<p>BY: _____ Sign for Identification</p>	<p>By: _____ Terry E. Cohen President, City Council</p> <p>DATE: _____</p>
<p>BY: _____ Mark Tilghman City Solicitor</p> <p>DATE: _____</p>	<p>DATE: _____</p>	

COUNCIL AGENDA

January 28, 2013

TO: Mayor and City Council

SUBJECT: Change Order #1 to RFP 6-10

Eng. Svc. For Well 2A, 6A, 10B, and 14A

The Procurement Department received a request from Salisbury Public Works (SPW) to process Change Order #1 for the aforementioned contract in the amount of \$37,200.00; with Golder and Associates. This Change Order proposes to add technical support for the abandonment of well 2. During the rehabilitation of well 2 it was determined that this well was not salvageable. Golder will prepare specifications for the abandonment and technical support during the construction. Additional details are noted in the department memo.

Funds are available in account number 82075-577020 "*Improvements Other than Buildings*".

The Procurement Department requests Council's approval to approve Change Order #1 as noted above to Golder and Associates in the amount of \$37,200.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

TO: Catrice Parsons, Assistant Director of Internal Services-Procurement
FROM: Teresa Gardner, Director of Public Works
DATE: January 11, 2013
SUBJECT: Change Order 1
RFP 6-10 Engineering Service for Well 2A, 6A, 10B and 14A

The Park WTP supplies approximately one-third of the treated water used in the City of Salisbury. By maintaining the wells supplying the Park WTP, customers are assured that this water will continue to be available. On January 5, 2010, SPW received bids for engineering services for the redevelopment of Park Wells 2A, 6A, 10B and 14A. There were two bidders: Golder Associates and Navarro & Wright. Considering Golder's exemplary work history with the City on other well redevelopment projects and their proposed cost to complete the work at \$143,560 was \$116,940 less than Navarro & Wright's, Golder was awarded the project.

At the time of award, the City of Salisbury only had funds to award the work associated with Well 2A and 10B. It was anticipated that once additional funds became available, the remaining tasks associated with Well 6A and 14A would be awarded. In the FY13 budget, \$100,000 was made available for the restoration of Park Well Field.

In addition to the work associated with Well 6A and Well 14A, Golder has also agreed to provide technical support for the abandonment of Well 2. During the rehabilitation of Well 2, it was determined that this well was not salvageable. Golder will prepare specifications for the abandonment as well as provide technical support during construction at a cost of \$3,500.00.

SPW recommends awarding Golder Associates the following tasks at the cost provided:

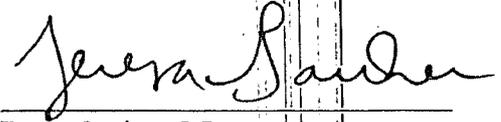
Task 700-2A	Specifications for the abandonment of Well 2A	\$ 3,500.00
Task 300-14A	Inspection Services, estimated at 15 days.	\$15,000.00
Task 400-14A	Impulse Generation, 3 days	\$10,600.00
Task 401-14A	Impulse Generation-Additional cost per day.	\$ 3,300.00
Task 500-14A	Well Video Services	\$ 2,800.00
Task 600-14A	Final inspection and report generation	\$ 2,000.00
	Total	\$ 37,200.00

Time extension: 846 days for completion of Task 300-600-14A and 700-2A. Golder will complete the report within 60 calendar days of final acceptance of the construction phase of the project.

Our recommendation is to approve change order 1 in the amount of \$37,200.

Sufficient funds to complete this work are available in account 82075-577020 Water Construction-Improvements other than buildings.

Jana Potvin
Project Engineer



Teresa Gardner, P.E.
Director-Public Works

CHANGE ORDER

#1

PROJECT: **RFP6-10**
Engineering Services for Redevelopment
of Park Wells 2A, 6A, 10B and 14A

P.O. NO: 02100316-00

TO: **Golder and Associates**
2108 W. Laburnum Ave., Suite 200
Richmond, Virginia, USA 23227

CHANGE ORDER NO: 1
INITIATION DATE: 1/11/2013
CONTRACT DATE: 2/11/2010
ACCOUNT NO: 81080-577020

You are directed to make the following changes in this contract:
Add the following tasks to the contract for Well 2A and 14A:

Task 700-2A	Specifications for the abandonment of Well 2A	\$ 3,500.00
Task 300-14A	Inspection Services, estimated at 15 days.	\$15,000.00
Task 400-14A	Impulse Generation, 3 days	\$10,600.00
Task 401-14A	Impulse Generation-Additional cost per day.	\$ 3,300.00
Task 500-14A	Well Video Services	\$ 2,800.00
Task 600-14A	Final inspection and report generation	<u>\$ 2,000.00</u>
Total:		\$37,200.00

Provide a time extension of 846 days for completion of all tasks.. Golder will complete the report within 60 calendar days of final acceptance of the construction phase of the project.

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	\$ 67,400.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 67,400.00
The Contract Sum will be (increased), (decreased), (unchanged) by this Change Order	\$ 40,990.00
The new Contract Sum including this Change Order will be.....	\$ 108,390.00
The Contract Time will be (increased), (decreased), (unchanged) by this Change Order by (846) days or () weeks	
The date of substantial completion as of the date of this Change Order..... therefore is	<u>September 30, 2013</u>

AUTHORIZED:

BY: _____ Teresa Gardner, P.E. Director of Public Works DATE: _____	Vendor: <u>Golder and Associates.</u> BY: _____ Printed name _____ Title BY: _____ Sign for Identification	BY: _____ Catrice Parsons, Assistant Director of Internal Services, Procurement Division DATE: _____
BY: _____ Keith A. Cordrey Director of Internal Services DATE: _____		Funding/Bid Award As Approved by City Council By: _____ Terry E. Cohen President, City Council DATE: _____

BY: _____

Mark Tilghman
City Solicitor

DATE: _____

DATE: _____

COUNCIL AGENDA

January 28, 2013

TO: Mayor and City Council

SUBJECT: Award of Contract

Eng. Svc. For Citywide Pump Station Inventory & Assessment

The Procurement Department received a request from Salisbury Public Works (SPW) to award the aforementioned contract in the amount of \$132,500.00 to George, Miles, and Buhr, LLC. This project was not bid out due to it being covered under professional services, as stated in the Charter under section SC16-3 A (3).

SPW is recommending this contract be awarded to GMB due to their expertise and understanding of the pump stations facilities and maintenance operations. GMB will provide pump station inventory and assessment which will provide the information requested by MDE as well as compile additional operation and maintenance information. Additional details are noted in the department memo.

Funds are available in account number 30200-513020-55511 "*Architectural and Engineering Services*".

The Procurement Department requests Council's approval to award the aforementioned contract to GMB, as noted above, in the amount of \$132,500.00.

Thank you,

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

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

Salisbury



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TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

TO: Catrice Parsons, Assistant Director of Internal Services-Procurement
FROM: Teresa Gardner, Director of Public Works
DATE: January 17, 2013
SUBJECT: Award of Contract
Engineering Services for Citywide Pump Station Inventory and Assessment

The Maryland Department of the Environment (MDE) performs routine quarterly inspections of the Wastewater Treatment Plant and the associated pump station facilities. During the last audit, MDE requested the design capacity for pumping stations in the collection system utilizing the State of Maryland Design Guidelines to determine the design capacity.

At the request of Public Works, George, Miles & Buhr, LLC has provided a proposal to perform a Citywide pump station inventory and assessment which will provide the information requested by MDE as well as compile additional Operation & Maintenance information. The scope of work includes developing a detailed spreadsheet that contains key criteria for each pump station, including the location, design criteria, operating characteristics, alarms, and unique issues. Additionally, the work includes preparing an overall citywide map that identifies the locations of all pump stations and transmission force mains, and preparing uniform standard operating procedures for the pumping stations that addresses normal operations, emergency operations, normal maintenance, preventative maintenance, major maintenance, and safety. Finally, the scope of work includes assessing deficiencies and/or surpluses in the existing transmission pipelines and pumping stations to identify capital improvements and/or areas for potential sewer service expansion. GMB will provide these services over a 1-year period at a cost of \$132,500. GMB will bill on an hourly basis of the actual time expended.

Our recommendation is to award the contract to GMB in the amount of \$132,500. This recommendation is made because of GMB's expertise and understanding of the City's pump station facilities and maintenance operations. Competitive bids were not requested as authorized by Section 16-3.A.3 of the City code which permits the exception to competitive bidding for professional services requiring special training and skill.

Sufficient funds to complete this work are available in 30200-513020-55511 Architectural and Engineering Services.

Amanda Pollack, P.E.
Deputy Director

Teresa Gardner, P.E.
Director of Public Works

CITYWIDE PUMP STATION INVENTORY AND ASSESSMENT
CITY OF SALISBURY DEPARTMENT OF PUBLIC WORKS
SCOPE OF SERVICES AND MANHOURS

A. PURPOSE

The purpose of the effort is to comprehensively and uniformly assemble pertinent data and information related to all pump stations within the City of Salisbury service area, inclusive of pump stations built by the County under Urban Services Agreements.

B. SCOPE OF WORK

1. Assemble detailed spreadsheets that list pertinent information including basic descriptions, operating characteristics, design criteria, locations, alarms, capacities, inadequacies, unique issues, for all city pump stations. Development of the spreadsheet layout, headings and descriptors will be submitted for review and approval before the data is collected and the spreadsheets populated.
2. Development an overall citywide map identifying the locations of all pump stations and transmission force mains. Consider the use of GIS mapping for this effort. Prepare framed paper map up to 36 x 48 inch size (or other suitable size) and an electronic version for delivery to the City. The mapping limits and level of detail will be reviewed and approved in draft form before proceeding to a final mapping. Additionally, provide a map that is graphically representative of the system, which visually shows the "tree branches" and "tributaries" as the smaller pump stations combine and feed into the SSPS and NSPS. This mapping is intended to facilitate future sewer modeling efforts.
3. Based upon the inventory of all pump stations develop a narrative synopsis identifying the particular issue of importance ("hot spot issue"),
 - a. such as grease clogging,
 - b. need for back-up power,
 - c. current EDU capacity and/or need for more capacity,
 - d. security,
 - e. traffic control issues,
 - f. safety,
 - g. confined space entry,
 - h. bypass connection & capability,
 - i. alarms & SCADA, and
 - j. Assess the potential for overflows or other problems and provide solutions to mitigate these risks.

4. Prepare uniform standard operating procedures, either for each individual pump station or for groups of similar sizes or types of pump stations. For example, stations greater than 500 gpm, stations smaller than 100 gpm, stations between 100 – 500 gpm, dry well pump stations, submersible pump stations, pump stations with chopper pumps, etc. The standard operation procedures (SOP's) would address normal operations, alternate operations, emergency operations, norm maintenance, preventative maintenance, major maintenance and/or replacement. Identify work to be performed by the City personnel versus work that would be contracted-out. This might include flow meter testing, wet well clean-outs and inspections, safety checks, etc.
5. Assess deficiencies and/or surpluses in the existing transmission pipelines and pumping stations. For the purpose of force main analysis, C=130 for PVC force mains and C=100 for ductile/cast iron force mains will be used.
6. Using information from the City's sewer master plan identify areas for potential expansion and identify connection points for future utility customers.

C. OTHER CONDITIONS

1. Meetings shall be held with the City Public Works Staff to monitor progress. Ten (10) progress meetings or workshops will be provided.
2. Criteria used in the evaluation will be based on City standards, MDE guidelines or 10-State Standards as directed by the City.
3. It is envisioned that this work would be accomplished over a mutually agreeable schedule of approximately one (1) year.
4. Fee estimates contained in this proposal are predicated upon completion by January 1, 2014.
5. Deliver three (3) copies each of maps, five (5) copies of the final bound report, and an electronic copy of the maps and report. Additional copies can be provided as requested at the cost for reproduction.

D. MANHOUR ESTIMATES

Project Director (PAB)	80 MH
Project Manager (JCH)	100 MH
Sr. Project Engineers (CBD, ETP)	400 MH
Project Engineers (KJM, TDR, AJL)	400 MH
Designer/CADD (MDD, DJ)	200 MH
Clerical	60 MH
Total	1,240 MH

E. FEE BUDGET

We will bill for our services based upon the actual hour's expended and reimbursable expenses in accordance with our Schedule of Hourly Rates and Reimbursable Expenses and General Conditions (modified per previous City of Salisbury purchase orders). Fee Budget with Reimbursable Expenses is \$132,500.

Labor:	\$125,000
<u>Reimbursable Expense Budget:</u>	<u>\$7,500</u>
FEE BUDGET	\$132,500