

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

SEPTEMBER 26, 2011

PRESENT

*Council President Terry E. Cohen
Councilwoman Eugenie P. Shields*

*Councilwoman Laura Mitchell
Councilman Timothy K. Spies*

Mayor James Ireton, Jr.

ABSENT

Councilwoman Deborah S. Campbell

IN ATTENDANCE

City Clerk Brenda Colegrove, MMC, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Public Works Director Teresa Gardner, Internal Services Director Pam Oland, Neighborhood Services and Code Compliance Director Tom Stevenson and interested Citizens and Members of the Press.

MEDITATION – PLEDGE OF ALLEGIANCE - ADOPTION OF AGENDA

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Cohen called the meeting to order. A moment of silent meditation was held followed by the Pledge of Allegiance. The legislative agenda as presented was unanimously adopted on a motion by Mrs. Shields and seconded by Mr. Spies

PROCLAMATION/CERTIFICATES OF RECOGNITION – presented by Mayor James Ireton, Jr.

Neighborhood Services and Code Compliance Director Tom Stevenson accepted a proclamation proclaiming the month of October as “Code Compliance Month” in the City of Salisbury.

Certificates of Recognition were presented to the Salisbury University Lacrosse Team – 2011 NCAA Division III Men’s Lacrosse National Champions.

CONSENT AGENDA – presented by City Clerk Brenda Colegrove

The Consent Agenda, consisting of the following items, was unanimously approved on a motion by Mrs. Shields and seconded by Mrs. Mitchell:

- *September 6, 2011 work session minutes*
- *September 6, 2011 closed session minutes*
- *September 12, 2011 regular meeting minutes*
- *September 12, 2011 closed session minutes*
- *September 19, 2011 special meeting minutes #1*
- *September 19, 2011 special meeting minutes #2*

AWARD OF BIDS – presented by Internal Services Director Pam Oland

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

- *Change Order #3 to Contract 7-09 Asset Management System* *\$15,000*
EA Engineering, Science, and Technology
Acct. No. 81080-513020
- *Award of bid – professional engineering services* *\$324,000*
George, Miles, and Buhr (GMB)
Acct. No. 86078-513020-55510
- *Award of bid – southside elevated water storage tank* *\$3,482,000*
Caldwell
Grant/MDE loan program

BRIEFING/ADOPTION – presented by Assistant City Administrator Loré Chambers/David Shipley (Wicomico County Department of Emergency Services)

- *Resolution No. 2102* - adopting the 2011 Wicomico County Hazard Mitigation Plan

Resolution No. 2102 was unanimously adopted on a motion by Mr. Spies and seconded by Mrs. Shields.

RESOLUTIONS – presented by Assistant City Administrator Loré Chambers

- *Resolution No. 2103* - authorizing the mayor of the City of Salisbury to sign a license agreement with Salisbury University for the installation of the Salisbury University logo on the southside elevated storage tank

On a motion and a second by Mr. Spies and Mrs. Shields, respectively, Resolution No. 2103 passed unanimously.

- *Resolution No. 2104* - providing a conditional time extension to Coastal Venture Properties, LLC to present a disposition agreement to the City Council for the purchase of Station 16 – Old Fire Headquarters

Mrs. Shields moved and Mr. Spies seconded to approve Resolution No. 2104. Resolution No. 2104 failed to pass with Mrs. Shields voting aye and Ms. Cohen, Mrs. Mitchell and Mr. Spies voting nay.

- *Resolution No. 2105 - authorizing the performance of a Stormwater Financing Feasibility Study as proposed by the University of Maryland Environmental Finance Center*

Resolution No. 2105 passed unanimously on a motion by Mrs. Mitchell and seconded by Mr. Spies.

ORDINANCES – presented by City Attorney Paul Wilber

- *Ordinance No. 2172 - 2nd reading - approving an exemption of certain lots from the residential fire sprinkler requirements of the International Building Code (2009)*

Ordinance No. 2172 for second reading passed unanimously on a motion and a second by Mr. Spies and Mrs. Shields, respectively.

- *Ordinance No. 2175 - 1st reading - adding Chapter 15.21 to the Salisbury Municipal Code to create a foreclosed property registry*

On a motion by Mrs. Shields and seconded by Mrs. Mitchell, Ordinance No. 2175 for first reading passed unanimously.

- *Ordinance No. 2176 - 1st reading - establishing a fee schedule to register a foreclosed residential property*

Ordinance No. 2176 for first reading passed unanimously on a motion by Mrs. Mitchell and seconded by Mr. Spies (with one editorial correction).

PUBLIC COMMENTS

Two citizens commented on the following:

- *acquisition of property (requested that the City discontinue considering property like The Bricks or Linens of the Week)*
- *installation of auxiliary pumping equipment at the city park*
- *elevator in Government Office Building (cleaning overhead light)*
- *Neighborhood Services and Code Compliance Department (department's good job performance; suggestion to train volunteers to assist department)*

VOTE TO CONVENE IN CLOSED SESSION

At 7:39 p.m., Mr. Spies moved to convene in closed session to consider the acquisition of real property for a public purpose and matter directly related thereto and consult with legal counsel as permitted under the Annotated Code of Maryland Sections 10-508(a)(3)(7). Mrs. Mitchell seconded and the vote was unanimous.

ADJOURNMENT

The regular meeting adjourned at 8:34 p.m. following the conclusion of the closed session.

**CITY OF SALISBURY, MARYLAND
CLOSED SESSION
SEPTEMBER 26, 2011**

TIME & PLACE: 7:39 p.m., Government Office Building – Council Chambers (Room 301)
PURPOSE: Acquisition of property/consult with legal counsel
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Sections 10-508(a)(3)(7)
PRESENT: Council President Terry E. Cohen, Councilwoman Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Clerk Brenda J. Colegrove, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Public Works Director Teresa Gardner, Internal Services Director Pam Oland, Assistant Internal Services Director-Finance Gerri Moore, Clay Hall, Mike Oates, Al Porianda, Pete Bozick
ABSENT: Councilwoman Deborah S. Campbell

At 7:39 p.m. during the Council's regular meeting, Mr. Spies moved to convene in closed session to consider the acquisition of real property for a public purpose and matter directly related thereto and consult with legal counsel as permitted under the Annotated Code of Maryland Sections 10-508(a)(3)(7). Mrs. Mitchell seconded and the vote was unanimous.

Following an update from the last discussion, the Council consented to 1) moving ahead with obtaining appraisals; 2) simultaneously working on negotiation strategy; and 3) Council having a follow-up discussion to discuss strategy and the appraisal numbers.

On a motion by Mrs. Mitchell, a second by Mr. Spies, and by unanimous vote, the Council adjourned the closed session at 8:34 p.m. and reconvened in open session.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
OCTOBER 3, 2011

TIME & PLACE: 3:32 p.m., Government Office Building – Conference Room 306
PURPOSE: Receive update from legal counsel on pending litigation matters
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Sections 10-508(a)(7)(8)
PRESENT: Council President Terry E. Cohen, Council Vice President Deborah S. Campbell, Councilwoman Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Clerk Brenda J. Colegrove, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Public Works Director Teresa Gardner, Acting Internal Services Director Gerri Moore

The Council convened in open session at 3:30 p.m. in Conference Room 306 of the Government Office Building. At 3:32 p.m. Mr. Spies moved to convene in closed session to consult with legal counsel and staff on pending litigation pertaining to 1) the Wastewater Treatment Plant (WWTP) and 2) litigation with MDE as permitted under the Annotated Code of Maryland Sections 10-508(a)(7)(8). Mrs. Mitchell seconded and the vote was unanimous.

Item #1 – Following an update by City Attorney Paul Wilber regarding the WWTP litigation issues, there was unanimous consensus to follow Mr. Wilber’s recommendation to not accept the proposal.

Item #2 – City Attorney Paul Wilber provided a status report on the MDE litigation. This was a briefing only – no action taken.

On a motion by Mrs. Campbell, a second by Mrs. Mitchell, and by unanimous vote, the Council adjourned the closed session, reconvened in open session, and adjourned the open session at 4:22 p.m.


City Clerk


Council President

STATEMENT FOR CLOSING A MEETING

Location: Rm 301- GOB

Date: 9-26-11
 Time: 7:39 pm

Motion: Mr. Spies

Seconded By: Mrs. Mitchell

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Deborah S. Campbell	{ }	{ }	{ }	{ <input checked="" type="checkbox"/> }
Terry E. Cohen	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }
Laura Mitchell	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }
Eugenie P. Shields	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }
Timothy K. Spies	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

- (1) To discuss:
 - { (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - { (ii) Any other personnel matter that affects one or more specific individuals.
- (2) { To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) { To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) { To consider the investment of public funds.
- (6) { To consider the marketing of public services.
- (7) To consult with counsel to obtain legal advice on a legal matter.
- (8) { To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9) { To conduct collective bargaining negotiations or consider matters that relate to the negotiations.

- (10) {} To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- (11) {} To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) {} To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) {} To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) {} Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

Considerations involved in acquiring real property acquisition and what steps would need to be taken if desire is to move. Discussed w/ legal, staff & consultants.

REASON FOR CLOSING:

To discuss real property acquisitions possibility with staff, ~~and legal dept.~~ consultants and legal dept.

Terry E. Cohen
 Terry E. Cohen
 Council President
 City of Salisbury

STATEMENT FOR CLOSING A MEETING

Location: Rm. 306 - GOB

Date: 10-3-11
 Time: 3:32 closed (3:30 open)

Motion: Spies

Seconded By: Mitchell

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Deborah S. Campbell	<input checked="" type="checkbox"/>	{ }	{ }	{ }
Terry E. Cohen	<input checked="" type="checkbox"/>	{ }	{ }	{ }
Laura Mitchell	<input checked="" type="checkbox"/>	{ }	{ }	{ }
Eugenie P. Shields	<input checked="" type="checkbox"/>	{ }	{ }	{ }
Timothy K. Spies	<input checked="" type="checkbox"/>	{ }	{ }	{ }

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

- (1) To discuss:
 - { (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - { (ii) Any other personnel matter that affects one or more specific individuals.
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- (6) {} To consider the marketing of public services.
- (7) To consult with counsel to obtain legal advice on a legal matter.
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9) {} To conduct collective bargaining negotiations or consider matters that relate to the negotiations.

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- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- (11) {} To prepare, administer or grade a scholastic, licensing, or qualifying examination.
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- (14) {} Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

Wastewater Treatment Plant (WWTP)
and Litigation with MDE (update)

REASON FOR CLOSING:

Receive update from city attorney on pending litigation
pertaining to the WWTP
and litigation w/ MDE, and to seek legal advice and
consult w/ staff re: next steps on both topics.

Terry E. Cohen
Terry E. Cohen
Council President
City of Salisbury

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

September 26, 2011

- | | | |
|----|--|----------------|
| 1. | Change Order #3 to Contract 7-09 Asset Management System | \$15,000.00 |
| 2. | Award of Bids-Professional Engineering Services | \$324,000.00 |
| 3. | Award of Bids-Southside Elevated Water Storage Tank | \$3,482,000.00 |

City of Salisbury



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LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

September 26, 2011

TO: Mayor and City Council

SUBJECT: Change Order #3 Contract 7-09 Asset Management System

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #3 for Contract 7-09 Asset Management System in the amount of \$15,000.00. This Change Order provides new reporting templates, enhanced GIS locating capabilities, improved work order workflow, upgraded Cityworks software, and extends the contract time frame from 640 days to 1097 days. Additional details are noted in the department memo.

Funds are available in the Account# 81080-513020 Cityworks Phase 3 Implementation, Usage Evaluation and Coordination.

The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order #3 as noted above to EA Engineering, Science, & Technology out of Ocean Pines, Maryland, in the amount of \$15,000.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

City of Salisbury



MARYLAND

Salisbury



2010

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PUBLIC WORKS
TERESA GARDNER, P.E.
DIRECTOR

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

TO: Catrice Parsons - Deputy Director, Internal Services
FROM: Nick Chamberlain - GIS Technician, Public Works
DATE: September 16, 2011
SUBJECT: Change Order No. 3 - Contract No. RFP 7-09
Asset Management System

Please process Change Order No. 3 for an additional amount of \$15,000.00. The contractor will provide consulting services for Phase 3 of Salisbury Public Works' Asset Management System Implementation project.

Phase 3 will entail evaluating and enhancing the existing implementation of Azteca Cityworks asset management software within the Water and Sewer Branch and Operations Division of Public Works. The contractor will provide the following Azteca Cityworks GIS/IT modification and technical support services in order to facilitate the implementation:

1. Provide templates for reports that can be automatically generated from Cityworks to satisfy department reporting requirements.
2. Assist in enhancing the geolocation capabilities of the Cityworks Anywhere GIS application allowing for Supervisors to view the location of Service Requests on a GIS map.
3. Assist in enhancing the workflow process for attaching Work Orders to GIS-based assets for the Parks Branch and the Streets Branch of the Operations Division.
4. Develop a plan for the upgrade of the existing Cityworks Desktop installation to Cityworks Server intranet-based application.

The time allowed for the successful completion of this contract will increase by 457 days for a total of 1097 days. The previous end date of March 31, 2011 will be extended to June 30, 2012.

There are funds in account number 81080-513020 *Cityworks Phase 3 Implementation, Usage Evaluation and Coordination* to cover this Change Order #3.

Nicholas Chamberlain Jr., GIS Technician
Salisbury Public Works

Approved: Teresa Gardner P.E., Director
Salisbury Public Works

CHANGE ORDER

PROJECT: Contract No. 7-09
Asset Management System

P.O. NO: 2090501

TO: (Contractor)

EA Engineering, Science, & Technology
11202 Racetrack Road, Unit 103
Ocean Pines, MD 21811

CHANGE ORDER NO: 3
INITIATION DATE: 9/16/2011
CONTRACT DATE: 6/29/2009
ACCOUNT NO: 81080-513020

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

1. Increase contract amount by an additional \$15,000.00 for consulting services for Phase 3 of the Asset Management System Implementation project at Salisbury Public Works' Operations Division. The contractor will provide the following Azteca Cityworks GIS/IT modification and technical support services in order to facilitate the implementation:
 - Provide templates for reports that can be automatically generated from Cityworks to satisfy department reporting requirements.
 - Assist in enhancing the geolocation capabilities of the Cityworks Anywhere GIS application allowing for Supervisors to view the location of Service Requests on a GIS map.
 - Assist in enhancing the workflow process for attaching Work Orders to GIS-based assets for the Parks Branch and the Streets Branch of the Operations Division.
 - Develop a plan for the upgrade of the existing Cityworks Desktop installation to Cityworks Server intranet-based application.

2. The time allowed for the successful completion of this contract will increase by 457 days for a total of 1097 days. The previous end date of March 31, 2011 will be extended to June 30, 2012.

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	\$ 59,959.52
Net change by previously authorized Change Order(s)	\$ 21,110.00
The Contract Sum prior to this Change Order was	\$ 81,069.52
The Contract Sum will be (increased), (decreased), (unchanged) by this Change Order	\$ 15,000.00
The new Contract Sum including this Change Order will be	\$ 96,069.52
The Contract Time will be (increased) (decreased) (unchanged) by this Change Order by (457) days or () weeks	
The date of substantial completion as of the date of this Change Order therefore is	\$ June 30, 2012

AUTHORIZED:

BY _____
Teresa Gardner, P.E.
Director of Public Works

Jon Brownstein, Ph. D
EA Engineering, Science, & Tech., Inc

BY _____
Catrice Parsons, Assistant Director
Internal Services - Procurement

BY _____
Pamela Oland
Director of Internal Services

BY _____
Paul D. Wilber
City Solicitor

DATE _____

BY _____

Title

DATE _____

BY _____
Terry Cohen
President, City Council

DATE _____

City of Salisbury



MARYLAND

Salisbury



2010

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ASSISTANT CITY ADMINISTRATOR

PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

September 26, 2011

TO: Mayor and City Council

SUBJECT: Recommendation of Award Professional Services

Engineering Services for WWTP Upgrade

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to contract for Professional Services with George, Miles, and Buhr ("GMB") for Engineering Services for the WWTP upgrade in the amount of \$324,000.00.

SPW has requested a contract with GMB due to their knowledge, competence, and involvement with the WWTP. There are sufficient funds in Account Number 86078-513020-55510 Engineering Services to cover this contract. The Department of Internal Services-Procurement Division requests Council's approval to award the contract for Engineering Professional Services to GMB, in the amount of \$324,000.00. Additional details are noted in the department memo.

Thank you,

Patrice L. Parsons

Assistant Director of Internal Services-Procurement & Parking

City of Salisbury



Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
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MARYLAND

PUBLIC WORKS
TERESA GARDNER, P.E.
DIRECTOR

TO: Catrice Parsons, Assistant Director of Internal Services-Procurement
FROM: Teresa Gardner, Director of Public Works
DATE: September 9, 2011
SUBJECT: Award of Contract
Engineering Advisory Services for the WWTP

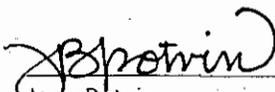
Over the past six months George, Miles and Buhr (GMB) has provided engineering services for multiple projects at the WWTP. With the loss of key Public Works staff through attrition, GMB has successfully assisted the City with ongoing activities and corrective actions at the WWTP.

With the knowledge base of GMB's personnel, they have become an indispensable resource and an integral part of the WWTP team. In accordance with attached proposal GMB's services will continue for the next two years. During this timeframe, submission of the Preliminary Engineering Report to MDE is expected to occur, as are negotiations of grant eligibility and final design of the approved improvements. GMB will also assist the City with troubleshooting operational issues that may occur prior to the completed upgrade.

The cost for GMB to provide these services was originally estimated at \$15,000 each month. However, after reviewing expenses for the past six months this amount was reduced to \$13,500 for twenty-four months totaling \$324,000. GMB will bill on an hourly basis rather than a lump sum.

Our recommendation is to award the contract to GMB in the amount of \$324,000.00. This recommendation is made because of GMB's expertise and understanding of the project as well as their history of meeting project deadlines. 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 86078-513020-55510 Engineering Services.



Jana Potvin
Project Engineer



Teresa Gardner, P.E.
Director-Public Works

City of Salisbury



MARYLAND

Salisbury



2010

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ASSISTANT CITY ADMINISTRATOR

PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

September 26, 2011

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract # 107-11

Elevated Water Storage Tank

The City of Salisbury Internal Services Department-Procurement Division, received a request from Salisbury Public Works (SPW) to solicit bids for the Southside Elevated Water Storage Tank.

Under Contract 107-11, the Procurement Division requested bids for this project. The Procurement Division followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list and advertising on the State of Maryland's website; eMaryland Marketplace. A total of seventeen (17) vendors were sent bid packages with four (4) vendors submitting a bid by the due date and time, August 23, 2011 at 2:30 p.m., ranging from the lowest bid of \$3,482,000.00 to the highest bid of \$3,975,000.00.

Vendors

Project Cost

Caldwell	\$3,482,000.00
CB&I	\$3,598,660.00
Phoenix Fabricators and Erectors	\$3,668,169.00
Landmark	\$3,975,000.00

An analysis of the bid documents was conducted by SPW and Birdsall. The vendor awarded the contract to design the tank in FY10. As a result of the analysis a recommendation has been made to award Contract 107-11 for the Elevated Water Storage Tank to Caldwell in the amount of \$3,482,000.00.

Previously the City approved the borrowing of up to \$4,100,000.00 from MDE and a grant of up to \$630,000.00 for this project. The City will use the grant up to the full amount allowed by MDE and the remaining amount will be borrowed through the MDE loan program.

After review of the submitted bids, the Department of Internal Services-Procurement Division requests Council's approval to accept the bid as noted above from Caldwell in the amount of \$3,482,000.00. Additional details are noted in the department memo.

Thank you,

A handwritten signature in black ink, appearing to read "Catrice L. Parsons".

9/19/11

Catrice L. Parsons

Assistant Director of Internal Services-Procurement & Parking

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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MARYLAND

PUBLIC WORKS
TERESA GARDNER, P.E.
DIRECTOR

TO: Catrice Parsons, Assistant Director of Internal Services-Procurement
FROM: Teresa Gardner, Director of Public Works
DATE: September 9, 2011
SUBJECT: Award of Contract
Southside (Milford Street) Elevated Storage Tank

Based on an analysis of the City's water distribution system, it was determined that an elevated storage tank in the southern portion of the water system is needed. This need is driven by the goal of increasing the overall system pressure as well as providing a volume of elevated water storage equal to or greater than one-half of the annual average day demand, which peaked in 2005 at 6.2 MGD and was 5.6 MGD in 2010. The proposed 2 MG tank at Milford Street will increase the elevated storage to 3.375 MG. Ultimately, this total will decrease to 3 MG when the College Avenue tank, which was constructed in the 1930's, is decommissioned. Decommissioning is currently scheduled for FY 18.

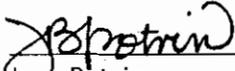
In FY 2010, CMX/Birdsall Consulting Services was awarded a contract to provide a design for the new tank. Since that time, SPW has worked with Birdsall to complete a design that would meet the needs of the City. Upon approval from MDE for the design, the bidding process was initiated.

Bids were opened on Tuesday, August 23, 2011, at 2:30 p.m. from four different contractors. The contractors were asked to provide a cost for four tank sizes ranging from 1 MG to 2 MG. The attached bid tabulation offers a breakdown of the bid totals provided from each contractor. Bidders responded as follows:

Caldwell	\$3,482,000.00
CB&I	\$3,598,660.00
Phoenix Fabricators and Erectors	\$3,668,169.00
Landmark	\$3,975,000.00

SPW and Birdsall reviewed all bid packages. Caldwell was the lowest, responsive, responsible bidder with a bid of \$3,482,000.00. The actual cost of the tank was 0.47% lower than the engineer's estimate. Caldwell received outstanding recommendations from each of the references contacted. Caldwell's skill in providing a well-constructed composite tank while meeting deadlines and budgets was noted by all contacts. Based on the price bid and company qualifications, SPW and Birdsall recommend awarding the Contract for the Southside Elevated Water Storage Tank Project to Caldwell in the amount of \$3,482,000.00, contingent on completion of all loan agreements.

The contingency of the award recommendation is based on the City's acceptance of the Maryland Department of the Environment Drinking Water State Revolving Loan (DW 09-553-23L) in an amount up to \$4,100,000.00 and the completion of all loan documents associated with that acceptance, and the acceptance of a 2011 Water Supply Financial Assistance Grant (WSG 07.23) in the amount of \$630,000.00. The final loan amount will be limited to the cost of the project plus administrative and contingency amounts (capped at 5% each of the bid amount) minus the grant funding. Contract documents will be completed once the loans have closed and are funded.



Jana Potvin
Project Engineer



Approved: Teresa Gardner, P.E.
Director Salisbury Public Works