

CITY OF SALISBURY, MARYLAND

#21 MEETING

DECEMBER 13, 2010

PRESENT

*Council President Louise Smith
Councilwoman Deborah S. Campbell
Councilwoman Eugenie P. Shields*

Council Vice President Gary A. Comegys
Councilwoman Terry E. Cohen
Mayor James Ireton, Jr.*

**left 8:08 p.m.*

IN ATTENDANCE

City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Police Chief Barbara Duncan, Public Works Director Teresa Gardner, Building, Permitting and Inspections Director William Holland, Internal Services Director Pam Oland, Neighborhood Services and Code Compliance Director Tom Stevenson, Planning, Zoning and Community Development Director Jack Lenox, and interested Citizens and Members of the Press.

CONVENING - ADOPTION OF AGENDA

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Smith called the meeting to order. The Lord's Prayer and the Pledge of Allegiance were recited.

Ms. Cohen moved and Mrs. Shields seconded to adopt the agenda as presented. Mr. Comegys moved to amend the agenda by removing the presentation of the FY10 audit and financial statements (due to illness of auditor). Ms. Cohen seconded and the amendment passed unanimously. The agenda, as amended, was unanimously adopted.

CERTIFICATES OF APPRECIATION – *presented by Mayor James Ireton, Jr.*

Retired Public Works employee Dave Winslow received a Certificate of Appreciation for his thirty-five years of service with the City of Salisbury.

Loré Chambers, Melissa Davis and Sherrell McBride received Certificates of Appreciation for their assistance in coordinating the City's United Way campaign. The United Way received a donation of \$5,123.50 from City employees.

CONSENT AGENDA – *presented by City Clerk Brenda Colegrove*

On a motion by Mrs. Campbell and seconded by Ms. Cohen, the Consent Agenda, consisting of the following items, was unanimously approved:

- *November 22, 2010 minutes*
- *December 6, 2010 Special Meeting minutes*

- Resolution No. 2001 – reappointment of Daniel Baker to the Board of Zoning Appeals for a term ending October 31, 2013
- Resolution No. 2002 – appointment of Jane Dibbern to the Friends of Poplar Hill Mansion Board of Directors for a term ending December 31, 2013
- Resolution No. 2003 – reappointment of Dean Davis to the Friends of Poplar Hill Mansion Board of Directors for a term ending December 31, 2013
- Resolution No. 2004 – reappointments of Margot Hall and Linda Wainer to the Zoo Commission for terms ending December 31, 2013
- Resolution No. 2005 – accepting donation of approximately \$12,000 from the Delmarva Zoological Society to pay for the proposed fencing changes at the Zoo
- Resolution No. 2006 – accepting donation of a new vehicle, valued at approximately \$25,000, from the Delmarva Zoological Society for the Zoo
- K & L Microwave manufacturing exemption request – five year exemption on equipment purchased in 2009 for a total savings of \$35,612 in personal property tax
- MaTech manufacturing exemption request – two year exemption on equipment purchased in 2006; three year exemption on equipment purchased in 2007; five year exemption on equipment purchased in 2008 and 2009; total savings of \$173,623 in personal property tax

AWARD OF BIDS – presented by Internal Services Director Pam Oland

Mr. Comegys moved and Mrs. Campbell seconded to approve the Award of Bids, consisting of the following items:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. Sale of RFP 1-10 Fire Station 16 surplus property
115 S. Division Street, 201 S. Division Street and 300 E. Market Street
Coastal Venture Properties, LLC | \$100,000.00 |
| 2. Award of Bid for RFP 06-11 for Financial Lease Services
Capital One Bank | \$531,000.00 |
| 3. Change Order #2 for Contract A-07-09 Concrete Work
Malone & Phillips
Acct. No. 12800-513026-73007; 86083-534301 | \$ 85,334.00 |
| 4. Award of Bid for Motorola Radios for Salisbury Police Department
Motorola, Inc.
Acct. No. 21025-558600 | \$160,914.40 |
| 5. Change Order #3 for RFP 02-10 Professional Services WWTP
Brown and Caldwell
Acct. No. 86078-513020- 55510 | \$669,600.00 |

Item 1 – approved on a 3-2 vote with Mrs. Shields, Mrs. Smith and Mr. Comegys voting aye and Mrs. Campbell and Ms. Cohen voting nay.

Items 2, 3, 4 and 5 passed unanimously.

ORDINANCES – presented by City Attorney Paul Wilber

- Ordinance No. 2127 - 2nd reading - authorizing City to issue and sell bonds in an aggregate principal amount not to exceed \$4,100,000 (Milford Street water tank project)

On a motion and a second by Mrs. Campbell and Mr. Comegys, respectively, Ordinance No. 2127 for second reading passed unanimously.

- Ordinance No. 2128 - 2nd reading - amending Chapter 8.11, The Fire Prevention Code, of the Salisbury Municipal Code

Ordinance No. 2128 for second reading passed unanimously on a motion by Ms. Cohen and seconded by Mrs. Campbell.

- Ordinance No. 2129 - 2nd reading - amending Section 15.24.040, Referenced Standards, and Section 15.24.050, Applicability of Provisions, of the Salisbury Municipal Code

Ordinance No. 2129 for second reading was unanimously approved on a motion by Mr. Comegys and seconded by Ms. Cohen.

- Ordinance No. 2132 - 2nd reading - approving an amendment of the FY11 General Fund Budget to appropriate additional funds (\$3,000.00) to pay for advertising costs associated with Administrative Appeals under the City Zoning Code

Mr. Comegys moved and Mrs. Campbell seconded to approve Ordinance No. 2132 for second reading. On Mr. Wilber's recommendation, Mrs. Campbell moved to amend the fourth Whereas paragraph to insert the word "certain" before Administrative Appeals. Ms. Cohen seconded and the amendment passed unanimously.

Ordinance No. 2132, as amended for second reading, passed unanimously.

- Ordinance No. 2133 - 1st reading - amending Chapter 13.04, Section 13.04.090, Reduction or Increase of Water and Sewer Charges, of the Salisbury Municipal Code to provide for adoption of water and sewer rates by ordinance

Ordinance No. 2133 for first reading passed unanimously on a motion by Mr. Comegys and seconded by Ms. Cohen.

- Ordinance No. 2134 - 1st reading - amending Section 12.04.060, Removal of Snow from Sidewalks – Notice – Enforcement, of the Salisbury Municipal Code

Ms. Cohen moved and Mr. Comegys seconded to approve Ordinance No. 2134 for first reading. Mrs. Campbell moved to amend Section 12.10.010B by deleting the words "not practical" and inserting "determined to be impractical by Neighborhood Services and Code Compliance" in the first sentence. Ms. Cohen seconded and the amendment passed unanimously.

Ordinance No. 2134, as amended for first reading, passed on a 4-1 vote with Mrs. Smith casting the nay vote.

RESOLUTIONS – presented by City Administrator John Pick

- *Resolution No. 2007 - accepting a proposal from Coastal Venture Properties, LLC for the purchase of real property owned by the City of Salisbury known as Station 16 – Old Fire Headquarters*

Mr. Comegys moved and Mrs. Shields seconded to approve Resolution No. 2007. Ms. Cohen moved to amend Item B by inserting the phrase “from the bidder” at the end. Mrs. Campbell seconded and the amendment passed unanimously.

Ms. Cohen moved to amend the title of Resolution No. 2007 by inserting after the word “property” the State Department of Assessments and Taxation (SDAT) land record designations – parcel numbers, grid numbers and addresses (115 S. Division Street, 201 S. Division Street and 300 E. Market Street) – so that it would be very clear to the public which property is being purchased. Mrs. Campbell seconded and the amendment passed unanimously.

Mrs. Campbell moved and Ms. Cohen seconded to amend Resolution No. 2007 by inserting the phrase “subject to Program Open Space requirements” at the end of the first sentence in Item D (after “Disposition Contract”). The amendment passed unanimously.

Resolution No. 2007, as amended, passed on a 4-1 vote with Ms. Cohen voting nay.

- *Resolution No. 2008 - authorizing reducing the speed limit from 40 mph to 35 mph on Beaglin Park Drive from South Schumaker Drive to Hannibal Street*

Resolution No. 2008 passed unanimously on a motion and a second by Ms. Cohen and Mrs. Shields, respectively.

- *Resolution No. 2009 - authorizing the reinstatement of the Salisbury Police Department position of Colonel/Assistant Chief of Police; authorizing the creation of an additional police officer position; deauthorizing two Lieutenant positions; and amending the police pay scale to add a ninth pay scale*

On a motion by Ms. Cohen and seconded by Mrs. Shields, Resolution No. 2009 passed unanimously.

PUBLIC COMMENTS

Comments/concerns were received from nine citizens on the following issues:

- *old fire house #16 proposal*
- *snow removal ordinance*

- *proposed Safe Streets legislation*
- *“The Bricks” property*
- *Wastewater Treatment Plant*
- *Collins Street house*
- *old mall property*
- *City’s debt*
- *funds for removal of barges*
- *election process*
- *e-cycling*
- *cost of affordable housing*
- *renters*
- *Newtown’s Christmas Tour*

MOTION TO CONVENE IN CLOSED SESSION

At 8:41 p.m., Mrs. Shields moved to convene in closed session to consult with legal counsel on pending litigation as permitted under the Annotated Code of Maryland Sections 10-508(a)(7)(8). Ms. Cohen seconded and the vote was unanimous.

The regular meeting adjourned at 8:44 p.m.

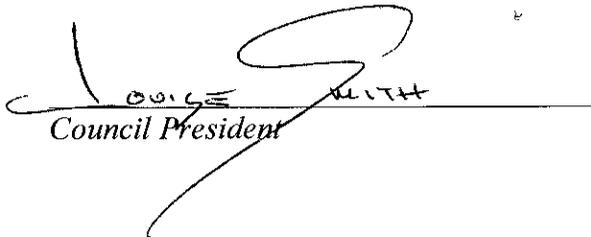
*CITY OF SALISBURY, MARYLAND
CLOSED SESSION
DECEMBER 13, 2010*

TIME & PLACE: 8:41 p.m. – Council Chambers - Government Office Building
PURPOSE: Consult with legal counsel/pending litigation
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Sections 10-508(a)(7)(8)
PRESENT: Council President Louise Smith, Councilwoman Deborah Campbell, Councilwoman Terry Cohen, Councilwoman Eugenie Shields, Mayor James Ireton, Jr., City Clerk Brenda Colegrove, City Administrator John Pick, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Public Works Director Teresa Gardner, Deputy Public Works Director Chip Messick, Greg Stevens
ABSENT: Council Vice President Gary Comegys

At 8:41 p.m., in Council Chambers, Mrs. Shields moved to convene in closed session to consult with legal counsel on pending litigation as permitted under the Annotated Code of Maryland Sections 10-508(a)(7)(8). Ms. Cohen seconded and the vote was unanimous.

City Attorney Paul Wilber provided an update on the Wastewater Treatment Plant litigation negotiations. This was an update only – no action taken. At 9:08 p.m., on a motion and a second by Mrs. Shields and Ms. Cohen, respectively, the closed session adjourned.


City Clerk


Council President

STATEMENT FOR CLOSING A MEETING

Location: G. O. B.
Council Chambers

Date: 12-13-10
Time: 8:41 pm

Motion: Shields

Seconded By: Cohen

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Deborah S. Campbell	{✓}	{ }	{ }	{ }
Terry E. Cohen	{✓}	{ }	{ }	{ }
Gary A. Comegys	{ }	{ }	{ }	{✓}
Eugenie P. Shields	{✓}	{ }	{ }	{ }
Louise Smith	{✓}	{ }	{ }	{ }

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.

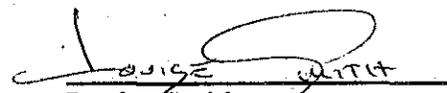
- (9) {} To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) {} To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and 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:

Update on WWTP

REASON FOR CLOSING:

Pending litigation / consult with legal counsel


 Louise Smith
 Council President
 City of Salisbury

COUNCIL AGENDA

December 13, 2010

1.	Sale of RFP 1-10 Fire Station 16 Surplus Property	(\$100,000.00)
2.	Award of Bid for RFP 06-11 for Financial Lease Services	\$531,000.00
3.	Change order #2 for Contract A-07-09 Concrete Work	\$85,334.00
4.	Award of Bid for Motorola Radios for Salisbury Police Dept.	\$160,914.40
5.	Change order #3 for RFP 02-10 Professional Services WWTP	\$669,600.00

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

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

December 13, 2010

To: Mayor and City Council

Subject: RFP 1-10 Fire Station 16 Surplus Property

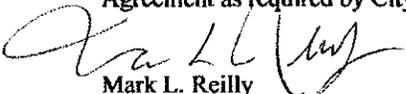
The Department of Internal Services, Procurement Division received a request from the Executive office to solicit proposals from interested parties regarding the purchase of real property located at 115 S. Division Street, known as Fire Station 16 – Old Headquarters building. The Procurement Division followed standard bid practices by advertising in the Daily Times, by posting on the City of Salisbury web site, and sending the Request for Proposal (RFP) to parties who had previously indicated an interest in the project. The RFP was also provided to Urban Salisbury, for additional distribution. A total of eleven (11) interested parties were provided the RFP, with two (2) parties submitting proposals by the due date and time, October 22, 2009 at 2:30pm.

This bid opportunity was extended to December 8, 2009 at 2:30 pm to comply with noticing requirements of City Code, Section 2.36.040 (C) *Disposition of Surplus or Unused Real Property – Procedure*. The bid was resent to interested parties, posted on the City's website, advertised three times in a newspaper of general circulation, and information was provided by the City to the Daily Times to run a story about the property. A story about the opportunity was published by the Daily Times on Sunday, November 22, 2009. No additional bids were submitted by the extended deadline.

The two proposals were received from Aloha Properties and another from Coastal Venture Properties. Council held several work sessions regarding the proposals. On June 14, 2010, Aloha Properties withdrew its proposal related to Fire Station 16 – Old Headquarters building.

At the November 15, 2010 work session, Council requested that we move forward with the acceptance of the proposal from Coastal Venture Properties, LLC. The proposal includes 4 or 5 residential apartments to rent on the second floor of the building. The ground level will contain a kitchen, dining and bar operations, while the basement level will have a classroom and an office. The restaurant and classroom will be an affiliation with UMES. The bid amount is for \$100,000.

The Procurement Division requests Council's authorization to approve the proposal from Coastal Venture Properties, LLC for 115 and 201 S. Division Street and 300 East Market Street for an amount of \$100,000. The acceptance of the proposal and the sale of the parcels is contingent upon the successful completion of a Disposition Agreement as required by City Charter. Thank you.


Mark L. Reilly

Assistant Director of Internal Services – Procurement Division

**Contract No. RFP 06-11
Financial Lease Services
November 19, 2010 3:30 P.M.**

VENDOR	Vendor					Vendor			Vendor			Vendor		
	QTY	Inst Rate	%	Payment	Total	%	Payment	Total	%	Payment	Total	%	Payment	Total
Municipal Leasing Corp, 7 Old Town Lane, Grand Isle, VT 05458														
Chase Equip. Finance, Inc., 277 Park Ave, Floor 22, New York, NY 10172														
Capital One Bank, 7644 Fallsburg Rd., Newark, OH 43055														
Pinnacle Public Finance, 8377 E. Hartford Dr., Suite 115, Scottsdale, AZ 85255														
Ambulance 206,000 5 year	5	%	2.41	43185.3	\$215,926.35	2.34	\$43,130.48	\$215,652.40	2.32	\$43,111.18	\$215,555.90	2.48	\$43,242.90	\$216,214.50
Police Radios 165,000 7 year	7	%	2.47	25331.4	\$177,319.80	2.70	\$25,497.22	\$178,480.54	2.66	\$25,467.79	\$178,274.53	2.97	\$25,690.60	\$179,834.20
Phone System 160,000 7 year	7	%	2.47	24563.8	\$171,946.46	2.70	\$24,726.93	\$173,088.51	2.66	\$24,696.04	\$172,872.28	2.97	\$24,912.10	\$174,384.70
Total					\$565,192.61			\$567,221.45			\$566,702.71			\$570,433.40
Rates Gauranteed				29-Nov		No			30-Dec			19-Dec		
Addendum 1 Received (Y/N)				Y		Y			Y			Y		

City of Salisbury



MARYLAND

Salisbury



2010

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PAMELA B. OLAND
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PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

December 13, 2010

TO: Mayor and City Council

SUBJECT: Change Order #2 for Contract A-07-09 Renewal Adding Pedestrian Connectivity Concrete Work

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #2 for Contract A-07-09 Renewal *Citywide Concrete – Adding Pedestrian Connectivity Work* in the amount of \$85,334.00.

1. Funds requested from account 12800-513026-73007 to construct the Phase I improvements in the Pedestrian Connectivity Study for the inlets of Mill Street and West Main Street. The work will include ADA upgrades on all four corners. The amount needed for completion of this task is designated by a study done by Davis, Bowen & Friede for \$61,000.00
2. Funds requested from account 86083-534301 Buildings will be utilized to fund the placement of curb, gutter, sidewalk, and miscellaneous concrete work to various locations at the Waste Water Treatment Plant (WWTP) as requested by WWTP personnel. The purpose of this work is to help eliminate safety concerns and provide greater accessibility to the facilities of the WWTP for \$24,334.00
Funding for this project will be available in the following account:

Acct. No. 12800-513026-73007 Construction.....	\$ 61,000.00
Acct. No. 86083-534301 Buildings.....	\$ 24,334.00
Total	\$ 85,334.00

There are sufficient funds in Account Number 12800-513026-73007 and 86083-534301 to cover the cost of this change order. The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order # 2 as noted above to Malone & Phillips, the city's contractor, in the amount of \$85,334.00.

Thank you.

Mark L. Reilly
Assistant Director Internal Services – Procurement Division

City of Salisbury



125 NORTH DIVISION STREET
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PUBLIC WORKS
TERESA GARDNER, P.E.
DIRECTOR

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

MARYLAND

12-2-2010

To: Mark Reilly, Assistant Director, Internal Services - Procurement
From: Teresa Gardner, P. E., Director of Public Works
Subject: Change Order No. 2 Contract No. A-07-09 R1
Street Improvements-Curb, Gutter and Sidewalk Construction

Salisbury Public Works (SPW) requests the City of Salisbury Internal Services Department, Procurement Division to process Change Order #2 for Contract # A-07-09 R1 (Street Improvements-Curb, Gutter and Sidewalk Construction) in the amount of \$85,334.00, for the following work efforts:

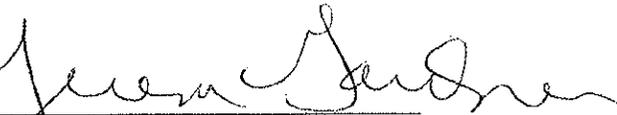
1. Funds requested from account 12800-513026-73007 Construction will be utilized to construct the Phase I improvements in the Pedestrian Connectivity Study for the inlets of Mill Street and West Main Street. The work will include ADA upgrades on all four corners. The amount needed for completion of this task is designated by a study done by Davis, Bowen & Friede..... \$61,000.00

2. Funds requested from account 86083-534301 Buildings will be utilized to fund the placement of curb, gutter, sidewalk, and miscellaneous concrete work to various locations at the Waste Water Treatment Plant (WWTP) as requested by WWTP personnel. The purpose of this work is to help eliminate safety concerns and provide greater accessibility to the facilities of the WWTP. \$24,334.00

Funding for this project will be available in the following account:

Acct. No. 12800-513026-73007 Construction.....	\$ 61,000.00
Acct. No. 86083-534301 Buildings	\$ 24,334.00
Total	\$ 85,334.00

By:  12-3-10
James Trott, Engineering Technician

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

CHANGE ORDER

PROJECT: Various Citywide Projects Contract
A-07-09 R1

P.O. NO.: 0200400-02

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

CHANGE ORDER NO: 2
INITIATION DATE: 12/01/10
CONTRACT DATE: 4-19-10
ACCOUNT NO: 12800-513026-73007
86083-534301

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

1. The first purpose of the change order is construct Handicap Ramps at the intersection of mill Street & W. Main Street to improve pedestrian movement at this intersection per the Pedestrian Connectivity Study.
2. The second purpose of this change order is to construct curb & gutter, sidewalks, and miscellaneous concrete work to help eliminate safety concerns and provide greater accessibility to various locations at the Waste Water Treatment Plant (WWTP) as requested by WWTP personnel.

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	\$ 88,600.00
Net change by previously authorized Change Order(s) ...#1	\$ 25,656.00
The Contract Sum prior to this Change Order was.....	\$ 114,256.00
The Contract Sum will be (increased), (decreased), (unchanged) by this Change Order No. 2	\$ 85,334.00
The new Contract Sum including this Change Order will be.....	\$ 199,590.00
The Contract Time will be (increased) (decreased) (unchanged) by this Change Order by () calendar days or () weeks	
The date of substantial completion as of the date of this Change Order therefore is	<u>July 01, 2011</u>

AUTHORIZED:

BY _____
Teresa Gardner
Director of Public Works

Contractor

BY _____
Mark Reilly, Assistant Director
of Internal Services - Procurement

DATE _____

DATE _____

DATE _____

BY _____
Pam Oland, Director
Salisbury Internal Services

BY _____
Louise Smith
President, Salisbury Council

BY _____
Paul D. Wilber
Salisbury Solicitor

DATE _____

DATE _____

DATE _____

City of Salisbury



MARYLAND

Salisbury



2010

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LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

December 13, 2010

TO: Mayor and City Council

SUBJECT: Award of Bid for Motorola Radios for SPD

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Police Department (SPD) to do a lease purchase of 40 APX 6000 Motorola portable radios and 6 APX 6500 Motorola mobile radios.

These Motorola radios are a sole source procurement through Motorola at a total cost of \$160,914.40 due to the compatibility with the radio system in place currently with the City of Salisbury. There are sufficient funds in Lease Account # 21025-558600 to cover this lease purchase. After review of the submitted bid, the Department of Internal Services-Procurement Division requests Council's approval to accept the bid as noted above from Motorola, Inc., in the amount of \$160,914.40.

Thank you.

Mark L. Reilly

Assistant Director of Internal Services-Procurement Division

City of Salisbury



MARYLAND

Salisbury



2010

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JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

December 13, 2010

TO: Mayor and City Council

SUBJECT: Recommendation of Award
Contract # RFP 06-11 Lease Services-Fire Equipment

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department & Salisbury Police Department to obtain lease services for the leasing of police radios, new telephone system for SPD and a new ambulance for the SFD which was approved by Council in the FY2011 budget. Under Contract # RFP 06-11, the Procurement Division requested proposals for lease funding for the following equipment:

Item	Lease Period	Vehicle Costs
(46) Police Radios	7-Year Lease	\$165,000.00
Phone System	7-Year Lease	\$160,000.00
Ambulance	5-Year Lease	206,000.00
		Total \$531,000.00

The Procurement Division followed standard bid practices by advertising on the City of Salisbury website, in the Daily Times, eMaryland Marketplace and utilizing the City's vendor list. A total of seven (6) vendors were sent bid packages with four vendors submitting bid documents by the due date and time, November 19, 2010 at 3:30 p.m. Bid packages were received by Municipal Leasing Corp., Chase Financial Finance, Inc., Pinnacle Public Finance and Capital One Bank.

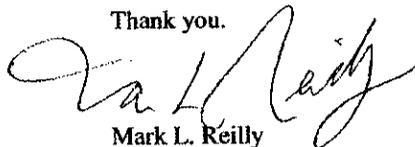
Vendor	7-year lease rate	5-year lease rate	Pre-payment penalty
Municipal Leasing Corp	2.47%	2.47%	101%
Chase Equipment Finance, Inc.	2.701%	2.3434%	Variable
Pinnacle Public Finance	2.97%	2.48%	Variable
Capital One Bank	2.66%	2.48%	101%

A variety of factors were used in the evaluation and selection process, including: total cost to the City, reliability of the Lessor, flexibility of terms and conditions, experience leasing to municipal governments, as well as references and past experiences. Per the attached tabulation, Capital One Bank had the second lowest interest rate and had no fees. Additionally, it was the only one willing to hold the rate long enough to close the lease with out the rate floating. The actual amount of the lease for the Motorola radios will be adjusted to that exact amount of the award and the payment and amortization for that item will be adjusted accordingly. The other two items should be awarded as bid for the full amount due to the fact that the actual amounts will be determined once those items are bid out and awarded.

An analysis of the bid documents was conducted by the Director of Internal Services, with a recommendation to award RFP 06-11 to Capital One Bank, in the amount of \$531,000.00.

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 Capital One Bank for 5-year and 7-year leases in the amount of \$531,000.00.

Thank you.

A handwritten signature in cursive script, appearing to read "Mark L. Reilly".

Mark L. Reilly

Assistant Director of Internal Services-Procurement Division

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

699 W. SALISBURY PARKWAY
SALISBURY, MARYLAND 21801
Tel: 410-548-3165
Fax: 410-548-5173

IVAN E. BARKLEY
CHIEF OF POLICE
SALISBURY POLICE DEPARTMENT

Date: November 12, 2010

To: Mark Reilly, Assistant Director of Internal Services-Procurement Division

From: A/Major David Meienschein

Subject: Recommendation of Award, Motorola radios

The Police Department is recommending the award of the bid for the 40 portable, and 6 mobile radios to be made to Motorola for the purchase price of \$160,914.40. This is a sole source for these radios because they need to be compatible with the existing radio system utilized by the City of Salisbury Police Department. The Motorola units are being purchased as replacements for old, dated equipment. The funds are available in the Lease account, account #21025-558600.

David Meienschein
Acting Major



Date: Nov. 05, 2010

Budgetary Price Quote

Quote #: **APX 6000 Portable**

Prepared By: Dan Pohl

Phone: (410) 794-6636

CUSTOMER #: **1035835331**

PREPARED FOR: Capt. Meinschein	Address: 699 W. Salisury Parkway	Ship to same
COMPANY: Salisbury Police Dept.	Salisbur, MD 21801	Address:
PHONE: 410-548-3165		

Equipment Details and Pricing

<u>Qty.</u>	<u>Model</u>	<u>Description</u>		<u>Unit Price</u>	<u>Total Price</u>
APX 6000 Model II Portable Radio					
41	H98UCF9PW6 N	APX6000 700/800 MODEL 2 PORTABLE	\$2,050.00	\$1,640.00	\$67,240.00
41	Q806	ASTRO DIGITAL CAI OPERATION	\$515.00	\$412.00	\$16,892.00
41	H38	SMARTZONE OPERATION	\$1,200.00	\$960.00	\$39,360.00
41	Q361	ASTRO P25 TRUNKING SOFTWARE	\$300.00	\$240.00	\$9,840.00
41	PMMN4062	IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	\$107.00	\$85.60	\$3,509.60
41	NNTN7080A	APX 7000 IMPRES SINGLE UNIT CHARGER	\$125.00	\$100.00	\$4,100.00
41	PMLN5324	APX 7000 LEATHER CARRY CASE W/ 2.75" SWIVEL BELT	\$65.00	\$52.00	\$2,132.00
41	QA01749	ADD: ADVANCED SYSTEM KEY - SOFTWARE KEY	\$0.00	\$0.00	\$0.00
1	TRAINING	APX 6000 PORTABLE TRAINING		\$0.00	\$0.00
35	TRADE PROMO	VALID UNTIL DECEMBER 31, 2010		(\$100.00)	(\$3,500.00)
EQUIPMENT TOTAL				\$3,389.60	\$139,573.60

*PRICES ARE VALID FOR 30 DAYS FROM DATE ON QUOTE

QUOTE PAGE TOTAL

\$139,573.60

QUOTE TERMS AND CONDITIONS:

- Quotes are exclusive of all installation and programming charges(unless expressly stated) and all applicable taxes.
- Title will pass upon shipment, risk of loss will pass upon delivery to purchaser's facility.
- Ordered equipment may be returned for a full refund, less a 20% restocking fee, if the equipment is returned unused and undamaged in its original packaging with in six months after shipment.
- Prices quoted are valid until December 31st, 2010
- Unless otherwise stated, payment will be due within thirty days after invoice.
- Motorola's standard equipment warranty(which will be furnished upon request) applies to all ordered equipment
MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.
- These terms will prevail over any inconsistent or additional terms on any purchase order submitted by the purchaser.

Acceptance of Quotation and Motorola's Terms and Conditions

Approval Signature _____

Print Name _____

Print Title _____

P.O. # Assigned _____



Budgetary Price Quote

Prepared By: Dan Pohl

Phone: (410) 794-6636

Date: Nov. 05, 2010

Quote #: **APX 6500 Mobile**

CUSTOMER #: **1000255712**

PREPARED FOR: Capt. Meienschein	Address: 699 W. Salisbury Parkway	End User: 699 W. Salisbury Parkway
COMPANY: Salsibury Police Dept.	Salisbury, MD 21801	Salisbury, MD 21801
PHONE: 410-548-3165		

Equipment Details and Pricing

<u>Qty.</u>	<u>Model</u>	<u>Description</u>	<u>List</u>	<u>Unit Price</u>	<u>Total Price</u>
APX 6500 P25 Mobile Radio					
6	M25URS9PW1 N	APX6500 7/800.MHZ MID POWER MOBILE	\$1,899.00	\$1,519.20	\$9,115.20
6	G806	IMBE ASTRO DIGITAL CAI OPERATION	\$515.00	\$412.00	\$2,472.00
6	G51	SMARTZONE OPERATION	\$1,000.00	\$800.00	\$4,800.00
6	G361	P25 TRUNKING SOFTWARE	\$300.00	\$240.00	\$1,440.00
6	G174	ANT 3DB LOW-PROFILE 762-870	\$43.00	\$34.40	\$206.40
6	G442	APX O5 CONTROL HEAD	\$432.00	\$345.60	\$2,073.60
6	G444	CONTROL HEAD SOFTWARE	\$0.00	\$0.00	\$0.00
6	G66	DASH MOUNT O5	\$125.00	\$100.00	\$600.00
6	W22	PALM MICROPHONE	\$72.00	\$57.60	\$345.60
6	B18	AUXILARY SPKR 7.5 WATT	\$60.00	\$48.00	\$288.00
6	QA01749	ADVANCED SYSTEM KEY - SOFTWARE KEY	\$0.00	\$0.00	\$0.00
1	TRAINING	APX 6000 PORTABLE TRAINING		\$0.00	\$0.00
EQUIPMENT TOTAL				\$3,556.80	\$21,340.80

*PRICES ARE VALID FOR 30 DAYS FROM DATE ON QUOTE

QUOTE PAGE TOTAL **\$21,340.80**

QUOTE TERMS AND CONDITIONS :

- Quotes are exclusive of all installation and programming charges(unless expressly stated) and all applicable taxes.
- Title will pass upon shipment, risk of loss will pass upon delivery to purchaser's facility.
- Ordered equipment may be returned for a full refund, less a 20% restocking fee, if the equipment is returned unused and undamaged in its original packaging with in six months after shipment.
- Prices quoted are valid until December 31st, 2010
- Unless otherwise stated, payment will be due within thirty days after invoice.
- Motorola's standard equipment warranty(which will be furnished upon request) applies to all ordered equipment
MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA

Acceptance of Quotation and Motorola's Terms and Conditions

Approval Signature _____

Print Name _____

Print Title _____

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ I. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

December 13, 2010

TO: Mayor and City Council

SUBJECT: Change Order #3 for Contract RFP 02-10 Professional Services WWTP

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #3 for Contract RFP 02-10 *Professional Services for WWTP* in the amount of \$669,600.00. This work is in accordance with the attached "Scope of Services – Change Order 3" from Brown & Caldwell to perform the following efforts:

- Professional Services as outlined in the attached scope of services, Tasks 11 thru 21, for optimizing wastewater treatment plant performance in the interim until permanent modifications are designed, constructed, and financed as approved by the City and the Maryland Department of the Environment.
- Increase contract time 184 calendar days extending the end date of the contract from March 1, 2011 to August 31, 2011. A significant amount of engineering work has been delayed due to the City being unable to establish a meeting date with MDE personnel to discuss, including but not necessarily limited to, the corrective action plan, scheduling to complete upgrades to improve WWTP performance as required in Consent Decree, estimated project costs, and financing considerations.
- The City anticipates submitting this change order to the Maryland Department of the Environment for partial reimbursement of costs for this work in the future. This approval is a prerequisite to subsequent City and MDE approvals for necessary additional work efforts such as detailed design, preparation of construction contract documents, construction cost estimates / financial analyses / feasibility projections / updated schedule, facility start up and training, and contingency items for unforeseen services.

There are sufficient funds from the 2009 General Obligation Bond Issue in Account Number 86078-513020-55510 to cover the cost of this change order. The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order # 3 as noted above to Brown and Caldwell, the city's contractor, in the amount of \$669,600.00.

Thank you.

Mark L. Reilly
Assistant Director of Internal Services-Procurement Division

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

December 2, 2010

TO: Mark Reilly, Assistant Director of Internal Services -- Procurement
FROM: Newell W. Messick III, Deputy Director
SUBJECT: Change Order No. 3, Contract No. RFP 02-10
Additional Professional Services
Wastewater Treatment Plant Modifications

Please process Change Order No. 3 to Contract No. RFP 02-10 for the City's engineering consultant, Brown & Caldwell, to provide additional professional services at a cost of \$669,600.00. This work is in accordance with the attached "Scope of Services - Change Order 3" from Brown & Caldwell to perform the following efforts:

- Professional Services as outlined in the attached scope of services, Tasks 11 thru 21, for optimizing wastewater treatment plant performance in the interim until permanent modifications are designed, constructed, and financed as approved by the City and the Maryland Department of the Environment..... \$669,600.00.
- Increase contract time 184 calendar days extending the end date of the contract from March 1, 2011 to August 31, 2011. The Notice to Proceed for the project was issued on December 22, 2009. A significant amount of engineering work has been delayed due to the City being unable to establish a meeting date with MDE personnel to discuss, including but not necessarily limited to, the corrective action plan, scheduling to complete upgrades to improve WWTP performance as required in Consent Decree, estimated project costs, and financing considerations.

Based on November 2010 billing data, the current status of progress for work items, previously approved and provided under this contract, is as follows:

<u>Description</u>	<u>Percent Complete</u>
Project Management	65.3%
Permitting / MDE Negotiation	55.0%
Review Existing Information	100%
Site Visit / Kickoff Workshop	100%
Process Performance Tests	100%
Hydraulic Model	74%
Corrective Action Plan	99.9%
Preliminary Cost Estimate	100%
Preliminary Engineering Report	17.6%
Stormwater Pollution Prevention Plan	86.6%

The City anticipates submitting this change order to the Maryland Department of the Environment for partial reimbursement of costs for this work in the future. This approval is a prerequisite to subsequent City and MDE approvals for necessary additional work efforts such as detailed design, preparation of construction contract documents, construction cost estimates / financial analyses / feasibility projections / updated schedule, facility start up and training, and contingency items for unforeseen services. These additional work efforts are as previously outlined in Brown and Caldwell's November 9, 2009 proposal for professional services as awarded in January 2010 under Contract No. RFP 02-10 for the preparation of a Corrective Action Plan and Preliminary Engineering Report.

Sufficient funds are available from the existing 2009 General Obligation Bond Issue in the following account to cover these costs:

Arch/Engineering Account No. 0302 86078 51320 55510 \$669,600.00

Thank you for your continued cooperation on this and past requests.



Newell W. Messick III, P.E.
Deputy Director

12-3-10

Xc w/encls: Pete Schuler
 Teresa Gardner
 Greg Stevens

CHANGE ORDER

PROJECT: Contract No. RFP 02-10 Professional Services
Wastewater Treatment Plant Modification

P.O. NO: 2100270

TO: Brown & Caldwell
309 East Morehead Street
Suite 160
Charlotte, NC 28202

CHANGE ORDER NO: 3
INITIATION DATE: 12-02-10
CONTRACT DATE: 12-22-09
ACCOUNT NO: 0302 86078-513020-55510

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

- Provide additional professional services, Tasks 11 thru 21, in accordance with the attached Brown & Caldwell proposal entitled " Scope of Services – Change Order 3"..... \$669,600.00
- Increase the contract time one hundred eighty-four (184) calendar days, from and including March 1, 2011 thru August 31, 2011, to accomplish Tasks 11 thru 21 as described in the attached proposal.

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	\$943,400.00
Net change by previously authorized Change Order(s).....	\$ 38,900.00
The Contract Sum prior to this Change Order was.....	\$982,300.00
The Contract Sum will be (increased), (decreased), (unchanged) by this Change Order	\$669,600.00
The new Contract Sum including this Change Order will be.....	\$1,651,900.00
The Contract Time will be (increased) (decreased) (unchanged) by this Change Order by (184) days or () weeks	
The date of substantial completion as of the date of this Change Order therefore is	<u>August 31, 2011</u>

AUTHORIZED:

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

Contractor

BY _____
Mark Reilly, Assistant Director
Internal Services - Procurement

BY _____
Pamela Oland
Director of Internal Services

BY _____

BY _____
Louise Smith
President, City Council

BY _____
Paul D. Wilber
City Solicitor

_____ Title

DATE _____

DATE _____

DATE _____

City of Salisbury, MD – WWTP Modifications (RFP 02-10)

**Design and Miscellaneous Engineering Services at WWTP
Brown and Caldwell Project Manager: Peter Schuler, P.E.**

Scope of Services – Change Order 3

PART 1 - GENERAL SCOPE (BACKGROUND AND PURPOSE)

This change order is to add additional scope to the original contract for preparation of the CAP and PER. This change order includes monies for design and engineering services at the Salisbury WWTP to begin design of critical elements of the CAP that require immediate attention, including:

- Assisting plant staff with identifying and evaluating alternative biosolids disposal options
- Assisting plant staff with raising the walls of dechlorination tanks and effluent chamber
- Assisting plant staff with replacing Effluent Filter Air Compressors
- Assisting plant staff with replacing Secondary Clarifier 1 Sludge Pumps
- Assisting plant staff with replacing Secondary Clarifier 2 Sludge Pumps
- Assisting plant staff with resolving effluent flow meter vault flooding issues
- Assisting plant staff with restoration of storm drain between lagoon #1/#3 and adjacent farmland
- Assisting plant staff with chemical feed pump issues
- Assisting plant staff with winterization system for Thioguard piping / equipment (if necessary)
- Assisting plant staff with recycle valve issues
- Assisting plant staff with UV room sump pump and sampling issues
- Design of piping modifications to improve operational flexibility of existing aerobic digesters
- Assisting plant staff with updating existing record drawings with numerous changes made by plant staff over the past two years
- Assisting plant staff with remaining Plant Control System issues
- Design modifications to sludge dewatering system
- Design replacement dryer system to be housed in existing building
- Design new Recycle Pump Station to return filter reject, belt press filtrate, condensate and plant drainage to the Headworks
- Assist plant staff with evaluating odor/corrosion potential at three off-site pump stations and develop specification for procurement of “Thioguard” type chemical feed systems.

Additional details for each of these tasks are provided below.

PART 2 – GENERAL DESCRIPTION OF SERVICES

TASK 11 – Identification / Evaluation of Alternative Biosolids Disposal Options

BC personnel will assist WWTP staff with identifying and evaluating alternative biosolids disposal options. This includes evaluating transport vehicles for flexibility and long-term recommendations. For this winter, modifications are required at the Biosolids Storage Building to optimize storage either through construction of walls or pressing / mixing sludge to achieve a higher slump factor. Mixing of sludge cake with compost/other material is planned, to possibly produce a product the landfill can handle in greater volume i.e.: material the packer will not sink into while running over. This is the major issue, aside from wet weather restricting the volume of cake the landfill can accept (into the face). Wall modifications will require a minor contractor / material bid for movable concrete barriers with adequate sludge seal capability. *Deliverables: Will be one engineering drawing to modify Biosolids Storage Building and minor specification / bid form. A TM/letter report will summarize the alternatives evaluated and BC's recommendations.*

TASK 12 –Raising Dechlorination Tank Walls and Effluent Chamber

The cast iron effluent line from the dechlorination tanks to the outfall was originally installed in the 1950s. Although the last expansion raised the hydraulic grade line through the plant, the inoperable UV system has required WWTP staff to use the chlorination/dechlorination tanks that are located in the lowest area of the plant site. During recent wet weather events, minor overflows of fully treated plant effluent have occurred at the effluent chamber (junction box) downstream of the dechlorination tanks. BC personnel to determine the additional wall height required at the junction box and dechlorination tanks to prevent or greatly reduce the potential for overflows. *Deliverables: BC will develop two engineering drawings and minor specification / bid form to raise walls of junction box and dechlorination tanks. Hydraulic calculations to determine capacity of the effluent line are included in the PER tasks that are part of the original contract. BC will provide budget estimate for raising walls by early January 2010. Inspection of pipe to occur in January and bid of wall design to be complete and ready for bid by July 1, 2010.*

TASK 13 – Replacement of Effluent Air Compressors

The water cooled air compressors installed at the Effluent Filters have repeatedly failed and the City wants to replace the existing units with air cooled units. It should be noted that the supplier of the original units tried to supply air cooled units during the last expansion, but the submittal was rejected and they were forced to supply water cooled units. BC personnel will assist WWTP staff with developing minor bid documents for procuring / installing new skid mounted air cooled compressors. Most likely the existing pneumatic tank and pre-filters, coalescing filters, desiccant air dryer, and particulate after filter can be reused. The reuse of the existing control panel is dependent on whether or not Kaeser Compressors are selected for supply. *Deliverable: Will include modifications to M-12, M-68, E-16 and E-34 with a minor specification / bid form to allow procurement and installation of the new air cooled compressors.*

TASK 14 – Design of Miscellaneous Improvements

These improvements are grouped together to develop a reasonably sized bid package that can be used to procure a general contractor to purchase and install the necessary equipment or modifications to improve several ongoing issues at the Salisbury WWTP. It is envisioned that BC staff will spend 2 or 3 days at the Salisbury WWTP working with plant staff to develop solutions to each of these issues to allow design of these issues to proceed without a number of intermediate steps. Once the design is approximately 75% complete, BC personnel will submit a review package to the City and visit the site for a review meeting. BC will then finalize the package for review by MDE for the storm water improvements and for bidding. Bidding and construction services for these improvements will be part of a later change order.

Sub-Task 14-1 – Replacement of Secondary Clarifier 1 Sludge Pumps. The existing secondary clarifier 1 sludge pumps have routinely lost prime and failed to pump the waste activated sludge back to the head of the WWTP. Plant staff would like to replace existing pumps with a positive displacement type pump – such as a hose pump, progressive cavity or other type of pump. New pumps will match discharge conditions of SC3 sludge pumps. *Deliverable: One mechanical drawing, one electrical drawing, and necessary specifications.*

Sub-Task 14-2 – Replacement of Secondary Clarifier 2 Sludge Pumps. The existing secondary clarifier 2 sludge pumps have routinely lost prime and failed to pump the waste activated sludge back to the head of the WWTP. Plant staff would like to replace existing pumps with a positive displacement type pump – such as a hose pump, progressive cavity or other type of pump. New pumps will match discharge conditions of SC3 sludge pumps. *Deliverable: One mechanical drawing, one electrical drawing, and necessary specifications.*

Sub-Task 14-3 – Flooding Issues at Effluent Flow Meter Vault. The Effluent Flow Meter Vault floods during heavy rain events and the effluent flow meter stops working. Required improvements include the extension of an existing storm drain to drain the area next to the meter vault. It may also be necessary to install a 6-inch curb at the front side of the meter vault and new seals installed in the conduits that provide power/ signal wiring to the flow meter. The same sealing detail to be used at SC3 Pump Vault's communication wire pull box. *Deliverable: Modifications to drawings C-20, M-76 and possible creation of conduit sealing detail.*

Sub-task 14-4 – Storm Drain Between Lagoon #1 / #3. Runoff from the adjacent farmer's field runs onto the plant site. Grading and drainage improvements will be required to convey this runoff to the plant storm drain system. *Deliverable: Modifications to drawing C-17 and possibly additional civil drawings to convey drainage.*

Sub-task 14-5 – Chemical Feed Pump Issues. Existing polymer (two systems) and metal salt feed pumps are all dedicated to individual feed points. Plant personnel desire the discharge piping to be manifolded to allow existing chemical feed pumps to be able to pump to other feed points when a chemical feed pump is out-of-service. In addition, plant staff would like a specification for procurement of hose pumps to replace existing pumps. Control changes are not envisioned, if needed they will be done under Task 16. *Deliverable: Modifications to drawings M-17, M-20, M-21, M-22, M-35, and M-37 and preparation of a hose pump specification.*

Sub-task 14-6 – Winterization of Thioguard Piping and Equipment. New Thioguard system was not insulated and heat traced when originally installed. Although the supplier plans to install a system to prevent it from freezing this winter, a more engineered system may be necessary depending on the workmanship. **Deliverable: One mechanical drawing, one electrical drawing and heat tracing / pipe insulation specifications.**

Sub-task 14.7 – Recycle Valve Issues. The existing recycle valve has broken and needs to be replaced / repaired to allow flow to the oxidic filters to be controlled. BC to determine whether or not the same type of valve should be installed and if the existing valve should be repaired or replaced. Existing control system / programming for valve to remain. **Deliverable: Modifications to drawing M-46 and valve specifications.**

Sub-task 14-8 – UV Room Sampling and Sump Pump Issues. Existing sump pump in the UV basement is undersized and has a tendency for failure. In addition, the tubing for the Chemsan unit is requiring frequent replacement. BC will determine what needs to be done to address the issues with the sump pump and/or relocation of the Chemsan unit. **Deliverable: One mechanical drawing, one electrical drawing and minor specifications.**

Sub-Task 14-9 – Piping and Pumping Modifications to Improve Operational Flexibility of Existing Aerobic Digesters. Previous reports described operational procedures that would allow the existing aerobic digesters to produce Class B sludge. The improvements included in this task were described as Intermediate Term improvements and consisted of adding additional sludge piping and valves along with one new sludge transfer pump to increase operational flexibility. **Deliverables: A Standard Operating Procedure (SOP) describing how to operate the modified Aerobic Digesters to improve the digestion performance. In addition, BC will modify drawings M-13, M-79, M-80, M-81 and M-85 to illustrate the required sludge piping modifications. Two modified electrical drawings and minor specifications will also be provided.**

Sub-Task 14-10 – Construction Cost Estimates of Miscellaneous Improvements. BC cost estimators will determine an opinion of probable cost for the miscellaneous improvements listed above at 75 percent complete and an updated estimate at 100 percent complete. **Deliverables: Two detailed opinions of probable cost.**

TASK 15 – Assist Plant Staff with Documentation of Changes - Last 2 Years

The plant staff has done numerous upgrades over the last two years since the record drawings were finalized in order to improve the operation of the Salisbury WWTP. This task includes two days on-site for two BC personnel to work with staff to red-line the existing OBG record drawings. The red-line markups will then be incorporated into the existing CAD drawings and re-issued to assist plant staff with keeping the WWTP drawings up-to-date. A list of the unrecorded changes that have already occurred and will be incorporated is as follows:

- Oxidic Filter Recycle Piping
- Electrical Supply for Oxidic Filter Fans

- Oxid Filter Fans
- Plant Drain Piping
- Magnesium Hydroxide System
- Sludge Piping Modifications
- Ferric Piping Modifications
- Filter Vent Pipes
- Various Wiring Changes

Deliverable: Updated record drawings. It is estimated that this effort will require modifications to around 25 to 30 drawings. Since it is difficult to estimate the level of effort for this task, it shall have an upper limit and be billed on a time and material basis utilizing the established hourly rates.

TASK 16 – Assist Plant Staff with Remaining Plant Control Issues

Assist plant staff with PLC integration and control issues. This Task shall allow City personnel the flexibility to use Brown and Caldwell to either directly do the necessary work prior to the WWTP upgrade or assist the City with preparing bid package for procurement of a firm to provide Process Control System maintenance and repairs. *Since it is difficult to estimate the level of effort for this task, it shall have an upper limit and be billed on a time and material basis utilizing the established hourly rates.*

TASK 17 – Design of Dryer and Sludge Dewatering / Conveying Improvements

The Corrective Action Plan (CAP) and plant staff have identified replacement of the Dragon Dryer as a top priority. This design project will also include the improvements to the cake pumping and piping, new grinders, line lubrication, control improvements, and Plexiglas panels at dewatering system. Design criteria will be finalized as part of the PER stage of BC's original contract. Since all dryer designs are unique, the plan is to prepare a formal bid package with performance based specifications and existing drawings to allow several pre-qualified dryer manufacturers to provide proposals with firm prices for supplying their equipment. Task includes site visit by one BC Engineer to attend a pre-bid conference by the dryer manufacturers. The selected manufacturer will either be awarded a supply contract and the City will pre-purchase the equipment or a pre-negotiated supply contract will be included in the installation contract. Information provided by the selected manufacturer will be used by Brown and Caldwell to prepare an installation contract for bid to General Contractors. Bidding and construction services will be included in a future change order. *Deliverables: Bid package for formal bid by Dryer Manufacturers, attendance at pre-bid conference for dryer manufacturers, and an installation contract for General Contractors that will include approximately three general drawings, two civil drawings, two structural drawings, twelve mechanical drawings (including demolition), three P&IDs, and ten electrical drawings (including demolition) and specifications. It should be noted that BC plans to use the existing drawings (Autocad Files) from the recent expansion as the base drawings for this design element. BC plans to hold submittal reviews at the 60% and 90% design levels with the City staff to incorporate their comments. Opinions of probable construction cost will be determined at 60 and 90 percent complete.*

TASK 18 – Design of New Recycle Pump Station

The existing recycle pump station was never sized to be able to return the amount of flow produced by filter reject water, belt press filtrate, dryer condensate and plant drainage to the Headworks. Currently, the City is renting pumps to be able to pump a portion of the flow back to the Headworks and allowing the filter reject water to return to the secondary clarifier influent splitter box. This task includes design of a new Recycle Pump Station consisting of a wet well with 3 submersible pumps each rated to pump approximately 1 mgd with a separate valve vault. The wet well will be approximately 10 feet in diameter and 25 feet deep. A local geotechnical firm will be hired to conduct 1-2 borings and provide recommendations on foundation design. Location of the new pump station will be determined in conjunction with City staff during the PER stage of the project, which is part of BC's original contract. Bidding and construction services will be included in a future change order. ***Deliverables: Contract documents for General Contractors that will include approximately three general drawings, two civil drawings, two structural drawings, three mechanical drawings (including demolition), three P&IDs (including two standard detail sheets), and four electrical drawings (including two standard detail sheets) and specifications. BC plans to hold submittal reviews at the 60% and 90% design levels with the City staff to incorporate their comments. Opinions of probable construction cost will be determined at 60 and 90 percent complete.***

TASK 19 – Off-site Odor Control Assistance

Brown and Caldwell will assist Salisbury with purchasing continuous H₂S monitoring equipment and developing an odor testing program to determine baseline and design criteria for odor control equipment / chemical feed rates. BC will evaluate options for Odor Control (chemicals, bioscrubber/biofilter, etc) at up to three off-site pump stations. Assessment will include a determination of corrosion potential and reduction there of if alkalinity / pH is controlled through the addition of chemicals at the South Side PS. This task will include assistance to develop a procurement specification for a temporary chemical feed system; however, design of a permanent odor control system will be part of a future task. This task also includes up to \$7,000 of analytical work for odor samples. ***Deliverables: Sampling plan and technical memorandum discussing sampling results, an evaluation of alternatives, development of design criteria, and recommendations.***

TASK 20 – MDE Permitting

This task allocates monies to be used to prepare permits and obtain approval from MDE for any of the improvements listed above – as necessary. Although most of the items listed above could be considered maintenance, MDE may require written justification for every modification done and the Salisbury WWTP and / or require more involved review than would normally be required. ***Since it is difficult to estimate the level of effort for this task, it shall have an upper limit and be billed on a time and material basis utilizing the established hourly rates.***

TASK 21 – Project Management

Brown and Caldwell will provide project administration and management during this Phase of the project. We will facilitate communications with the City through review meetings, conference calls, and written / verbal communications. This task will include revising the existing project plan, developing and maintaining project schedules, progress billing, and three progress status reports. This task has budgeted for two (2) progress review meetings on-site for 2 BC personnel. Other BC personnel may attend via conference call.

PART 3 – SCHEDULE

Brown and Caldwell shall complete each Task of the project in accordance with the Schedule as shown herein except for changes or deviations from schedule as may be requested by the City and accepted by Brown and Caldwell or as may be requested by Brown and Caldwell and approved by the City. The anticipated duration of the project tasks are identified below:

Project Task	Estimated Start Date	Estimated Completion Date
Task 11 – Identification/Evaluation of Alternative Biosolids Disposal Options	January 13, 2011	March 31, 2011
Task 12 – Evaluation of Effluent Line Integrity and Raising Dechlorination Tank Walls	January 13, 2011	June 30, 2011
Task 13 – Replacement of Effluent Air Compressors	January 13, 2011	January 31, 2010
Task 14 – Design of Miscellaneous Improvements	January 13, 2011	June 30, 2011
Task 15 – Assist Plant Staff with Documentation of Changes – Last 2 Years	January 13, 2011	On-going
Task 16 – Assist Plant Staff with Remaining Plant Control Issues	January 13, 2011	On-going
Task 17 – Design of Dryer and Sludge Dewatering / Conveying Improvements	May 15, 2011	June 30, 2012
Task 18 – Design of New Recycle Pump Station	January 13, 2011	June 30, 2011
Task 19 – Off-site Odor Control Assistance	January 13, 2011	August 30, 2011
Task 20 – MDE Permitting	January 13, 2010	June 30, 2012
Task 21 – Project Management	January 13, 2010	June 30, 2012

This change order also extends the final completion schedule for Tasks 1, 2, 6, and 9 as described in the original contract to August 31, 2011 due to unforeseen delays in the project schedule beyond the control of either the City or Brown and Caldwell.

PART 4 – COMPENSATION

Compensation for services for the identified Tasks of the project provided under Part 2 – Scope of Services, will be the lump sum of \$598,050 (not including Tasks 15, 16 and 20). Tasks 15, 16, and 20 will be billed on a time and materials basis (Cost Plus Multiplier) with an upper limit of \$71,550, because the effort required for these tasks is difficult to determine at this time. An approximate breakdown of the total estimated fee of \$669,600 is provided in the table below.

Project Task	Approximate Fee
Task 11 – Identification/Evaluation of Alternative Biosolids Disposal Options	\$21,300
Task 12 –Raising Dechlorination Tank Walls	\$18,800
Task 13 – Replacement of Effluent Air Compressors	\$9,750
Task 14 – Design of Miscellaneous Improvements	\$131,250
Task 15 – Assist Plant Staff with Documentation of Changes – Last 2 Years	\$25,000
Task 16 – Assist Plant Staff with Remaining Plant Control Issues	\$29,400
Task 17 – Design of Dryer and Sludge Dewatering / Conveying Improvements	\$261,600
Task 18 – Design of New Recycle Pump Station	\$85,350
Task 19 – Off-site Odor Control Assistance	\$38,400
Task 20 – MDE Permitting	\$17,150
Task 21 – Project Management	\$31,600
Change Order 3 - Total Approximate Fee	\$669,600