

AS AMENDED ON MAY 12, 2014
CITY OF SALISBURY, MARYLAND

REGULAR MEETING

April 28, 2014

PUBLIC OFFICIALS PRESENT

Council President Jacob R. Day
Mayor James Ireton, Jr. (arrived 7:40 p.m., left 9:00 p.m.)
Councilwoman Terry E. Cohen (arrived 7:04 p.m.)
Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields
Councilman Timothy K. Spies

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Public Works Director Michael Moulds, Internal Services Director Keith Cordrey, interested citizens and members of the press

MEDITATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:04 p.m. in Council Chambers. Council President Day called the meeting to order; a moment of silent meditation was held followed by the Pledge of Allegiance.

PRESENTATION – UNITED WAY

Kathleen Momme, Executive Director of United Way of Lower Eastern Shore, joined Council at the podium and announced the past year marked the organization's 70th year in existence. The current year was the organization's best ever, receiving more than \$1.6 million in donations from the community.

Ms. Momme thanked the City of Salisbury employees for donating over \$3,000. She and Mayor Ireton presented plaques to the following City of Salisbury departments for donating more than \$500 per department:

- Public Works
- Salisbury Police Department
- Community Development

Mayor Ireton received a plaque on behalf of ~~the entire~~ all City of Salisbury employees.

COMMUNITY ORGANIZATION PRESENTATIONS

- Community Foundation of the Eastern Shore, Inc. (CFES) - presented by Heather Towers

Heather Towers joined Council at the podium to discuss the important work the CFES is involved in. She discussed the ShoreLEAD Volunteer Academy and provided applications for those interested in volunteering in the community. The academy provides training in planning events, marketing, and funding, etc. In the past two years the academy engaged 225 volunteers, served more than 500 people, and distributed over \$10,000 in grant funds. These projects covered everything from youth education to land conservation.

The phone number for CFES is 410-742-9911; website address is www.cfes.org.

- *Emmanuel Wesleyan Church – ADOPT a BLOCK – presented by Pastor Jason Heil*

Pastor Jason Heil and Mark Thompson joined Council at the podium to discuss the church's outreach called "Adopt a Block". Pastor Heil explained the group identifies needs in the Church Street area to help the residents by providing food, counseling for addictions, donations of clothing and diapers, spiritual support, and more. Their motto for ADOPT a BLOCK is "Find a Need and Feel it, and Find a Hurt and Heal it." Their immediate goal for the next few years is to help lower crime in the Salisbury area.

Mark Thompson added that a playground was needed badly in the Church Street area, and the Emmanuel Wesleyan Church would help with the project.

The church is planning a block party for May 10, 2014 on the vacant lot adjacent to the Christian Shelter on Church Street. Free hotdogs and other food will be available, and a fire truck will be on display from Station 2. All citizens are invited to attend.

Pastor Heil can be reached at 410-749-0288 or emailed at j.heil@leader.ewchurch.com

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Shields moved and Mrs. Mitchell seconded to approve the Legislative Agenda. Mrs. Mitchell moved to amend the legislative agenda by removing the April 7, 2014 work session minutes and April 14, 2014 regular meeting minutes from the Consent Agenda to be considered immediately following the Consent Agenda.

The agenda, as amended, was unanimously adopted on a 4-0 vote in favor.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda, amended and consisting of the following items, was approved on a 4-0 vote in favor on a motion and seconded by Mrs. Mitchell and Mr. Spies, respectively:

- *April 7, 2014 special meeting minutes*

- Resolution No. 2389 – accepting a donation from Maria Raffaele for a memorial park bench in the Salisbury City Park
- Resolution No. 2390 – accepting funds awarded through a grant from the Local Government Insurance Trust to provide vehicle operation simulator training for Department of Public Works snow plow operators
- Resolution No. 2391 – accepting funds from the Wicomico Narcotics Task Force to purchase equipment and/or fund training for officers, thereby enhancing law enforcement efforts to provide a safer environment for the citizens of Salisbury and Wicomico County

MINUTES

- April 7, 2014 work session minutes

Mrs. Mitchell moved and Mrs. Shields seconded to approve the April 7, 2014 work session minutes.

Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend the minutes by inserting “consensus” on Line 86 after “unanimous” and striking “budget amendment” on Line 100 and inserting “resolution.”

The April 7, 2014 work session minutes, as amended, were unanimously approved on a 4-0 vote (Ms. Cohen was not yet present to the meeting)

After Councilwoman Cohen arrived to the meeting she moved to consider another amendment to the April 7, 2014 work session minutes.

Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to additionally amend the April 7, 2014 work session minutes by inserting a period behind “...item...” on Line 92 and striking “because the practice has been to group all of the public comment at the end of the legislative session, thereby not allowing Council to hear comments on specific items until after the voting”.

The April 7, 2014 work session minutes, as amended, were unanimously approved (5-0 vote).

- April 14, 2014 regular meeting minutes

Mrs. Mitchell moved and Mrs. Shields seconded to approve the April 14, 2014 regular meeting minutes.

Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend the minutes by inserting “built a new sign and” on Line 74 after the first “had”.

The April 14, 2014 regular meeting minutes were unanimously approved.

AWARD OF BIDS – presented by Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller

On a motion and seconded by Mrs. Shields and Mr. Spies, respectively, the Award of Bids were unanimously approved by a 4-0 vote in favor:

- *Recommendation for Award of Bid, RFP 06-14 Utility Easement for 1142 Marine Road Radio Tower (*20-yr. lease revenue) tabled from April 14, 2014 Legislative Session - \$2,136,386.00*
- *Recommendation for Award of Bid, RFP 04-14, Engineering Design for Main Street Masterplan - \$393,600.00*
- *Declaration of Surplus – Poplar Hill Mansion Storm Windows - \$0.00*

RESOLUTIONS – presented by City Administrator M. Thomas Stevenson

- *Resolution No. 2392 – to approve the City's Consolidated Plan for Program Years 2014-2018, the Action Plan for Community Development Block Grant (CDBG) funds for Program Year 2014, and the 2014 Analysis of Impediments to Fair Housing Choice*

On a motion and seconded by Mr. Spies and Mrs. Mitchell, respectively, Resolution No. 2392 was unanimously approved on a 4-0 vote.

- *Resolution No. 2393 – repealing Resolution No. 1194 and designating Lifequest to administrate a hardship program for EMS services*

Mrs. Shields moved and Mrs. Mitchell seconded to approve Resolution No. 2393.

Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend Resolution No. 2393 by:

- *inserting "of bills" on Line 14 after "off"*
- *Line 15 – add an "s" to word "circumstance"*
- *Line 18 - strike "the City's EMS billing service (i.e. Lifequest Services)" and insert "Lifequest Services be designated the City's EMS billing service"*
- *Line 19 – strike "and" and insert "to" and insert "and" after "program,"*
- *Line 23 – correct spelling of "Hardship"*

Resolution No. 2393, as amended, was unanimously passed on a 4-0 vote.

- *Resolution No. 2394 – setting forth Salisbury's commitment to obesity prevention*

Mrs. Shields moved and Mr. Spies seconded to approve Resolution No. 2394.

Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous (5-0) to amend Resolution No. 2394 by the following:

- *Lines 108 and 109 – strike “Map existing fast food outlets and draft an ordinance that will place limits on fast food” and insert “Examine policies to promote healthy food policies”*
- *Line 110 – strike “with over concentrations of unhealthy food outlets.*

Resolution No. 2394, as amended, was unanimously approved on a 5-0 vote.

- *Resolution No. 2395 – adopting the “Stash Your Trash” campaign as the official anti-littering campaign of the City*

On a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively, Resolution No. 2395 was unanimously approved as presented on a 5-0 vote.

Priscilla Timpkin joined Council with several students representing the Wise After School Program and displayed the beautiful quilt designed and hand-sewn by local students.

- *Resolution No. 2396 – amending the Salisbury City Council Regulations and Rules of Order*

Mrs. Shields moved and Ms. Cohen seconded to approve Resolution No. 2396.

Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to amend the Regulations and Rules of Order by inserting “and budget” on Line 31 after “work” on Page 1.

Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to amend the Regulations and Rules of Order on Page 5 by inserting the following:

- *insert “shall” on Line 32 after “President”*
- *insert “general public comments period” on Line 33 after “a”*
- *insert “of three minutes per comment” on Line 34 after “limit”*

Lines 32 through 35 shall then read as amended, “The Council President shall accept public comments from citizens during Council consideration of an item, in addition to a general public comments period. A time limit of three minutes per comment may be imposed and citizens are subject to the same rules of conduct as described above.”

Mr. Spies moved, Ms. Cohen seconded, and the vote was unanimous to amend the

Regulations and Rules of Order on Page 5 by striking "comments" and inserting "remarks" on Line 36, and striking the two commas on Line 37.

The Salisbury City Council Regulations and Rules of Order, as amended, were unanimously approved on a 4-0 vote. Mrs. Mitchell was not present in Council Chambers during the voting.

- *Resolution No. 2397 – adopting a Capital Improvement Plan for the five year period FY15-19*

Mrs. Shields moved and Ms. Cohen seconded to approve Resolution No. 2397.

Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to table Resolution No. 2397 to the May 12, 2014 Legislative Session to allow ample time for Council to direct their questions on the Capital Improvement Plan to Mr. Stevenson.

- *Charter Resolution No. 2398 – to amend Article IX, Section SC 9-1 of the Charter of the City of Salisbury, MD to change the requirements for appointment and removal of the City Solicitor*

Ms. Cohen moved and Mr. Spies seconded to approve Resolution No. 2398.

Mr. Spies moved, Ms. Cohen seconded, and the vote was 4-1 (Mrs. Shields voted "nay") to amend Resolution No. 2398 by the following:

- *Line 25 – insert "any" before "Assistant", strike "as necessary"*
- *Line 26 – insert "and a majority of the full" before "Council"*
- *Line 27 – strike "as necessary"*

The paragraph shall read:

There shall be a Department of Law headed by the City Solicitor. The City Solicitor and any Assistant City Solicitors shall be appointed by and serve at the pleasure of the Mayor and a majority of the full Council. The compensation of the City Solicitor and any Assistant City Solicitors shall be determined by the Council. Additional legal counsel may be authorized and/or retained from time to time by the Council.

Mrs. Mitchell moved, Ms. Cohen seconded, and the vote was 4-1 (Mrs. Shields voted "nay") to amend Resolution No. 2398 by the following:

- *Line 62 - insert a period after "Council" and capitalize the first "the"*
- *Line 63 - insert a period after "Council", strike "and" and capitalize all"*

Ms. Cohen moved, Mr. Spies seconded, and the vote was 4-1 (Mrs. Shields voted "nay") to amend Resolution No. 2398 by the following:

- *Line 37 - insert "any of the Council members" on Line 37 after "Council,"*
- *Line 41 - insert "any" before "Assistant" and "person" before "shall"*
- *Line 32 - insert "any" after "and" and strike ", as necessary"*

Ms. Cohen moved, Mr. Spies seconded, and the vote was 4-1 (Mrs. Shields voted "nay") to amend Resolution No. 2398 by the following:

- *Line 60 – strike "and City Solicitor" after "Clerk"*

Charter Resolution No. 2398, as amended, was approved on a 4-1 vote. Mrs. Shields voted "nay".

ORDINANCES – presented by City Attorney Mark Tilghman

- *Ordinance No. 2287 – 1st reading – appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2014 to June 30, 2015, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer Parking Authority and City Marina Funds (FY 15 Budget)*

Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to approve Ordinance No. 2287 (FY15 Budget) for first reading.

City Attorney Mark Tilghman presented the FY15 Budget Ordinance and announced the Public Hearing shall be on May 12, 2014 at 6:00 p.m.

- *Ordinance No. 2288 – 1st reading – approving an amendment of the FY 14 General Fund Budget to appropriate funding for additional legal and consulting fees to extend negotiations of the cable franchise agreement with Comcast*

On a motion and seconded by Mrs. Mitchell and Ms. Cohen, respectively, Ordinance No. 2288 for first reading was unanimously approved.

PUBLIC COMMENTS

One member of the public provided the following comments:

- *Salisbury Police Officers responded to a house call very promptly and handled the*

situation effectively, thoroughly, respectfully, and diplomatically.

MOTION TO CONVENE IN CLOSED SESSION

President Day called for a motion to convene in Closed Session to consult with counsel to obtain legal advice on a legal matter (lease agreement) as permitted under the Annotated Code of Maryland 10-508 (a)(7). Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to convene in Closed Session, which began at 9:05 p.m.

After reconvening in Open Session with three Councilmembers present as Mrs. Shields had exited the meeting during the recess, the vote was unanimous (3-0) to convene in Closed Session to consult with counsel before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating 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 in accordance with the Annotated Code of Maryland §10-508(a)(14). The Closed Session began at 8:07 p.m.

At 9:01 p.m., on a motion and second by Mr. Spies and Mrs. Mitchell, respectively, and by unanimous vote in favor (3-0), the Closed Session was adjourned and Council reconvened in Open Session. President Day then provided the statement for the public that Council had discussed the sale/lease of a City-owned parking lot to the State of Maryland.

Thereafter, President Day adjourned the Open Session at 9:26 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
APRIL 14, 2014

TIME & PLACE: 8:07 p.m., Government Office Building – Room 301
PURPOSE: To consult with counsel before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating 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
VOTE TO CLOSE: Unanimous (3-0) as Mrs. Shields had exited the meeting during the recess
PRESENT: Council President Jacob R. Day, Council Vice President Laura Mitchell, Councilman Timothy K. Spies, Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, Internal Services Director Keith Cordrey, Internal Services – Procurement & Parking Senior Buyer Tom Tengman, City Attorney Mark Tilghman and his associate, Attorney Peter J. Golba
ABSENT: Mayor James Ireton, Jr., Councilwoman Eugenie P. Shields

The City Council convened in Legislative Session in Room #301 in the Government Office Building at 6:00 p.m. There being no Public Comments at the conclusion of the agenda, President Day called for a motion to convene in Closed Session. Mr. Spies moved and Mrs. Mitchell seconded to convene in Closed Session; President Day called for a five minute recess prior to calling for the vote.

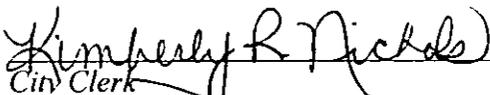
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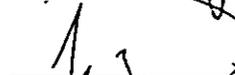
President Day adjourned the Open Session at 9:03 p.m.



Assistant City Clerk



City Clerk


Council President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda - Award of Bids

April 28, 2014

Award of Bid carried over from 4/14/14 Council Meeting:

- | | |
|---|-----------------|
| 1. Recommendation for Award of Bid, RFP 06-14
Utility Easement for 1142 Marine Road Radio Tower
(*20-yr. lease revenue) | \$2,136,686.00* |
|---|-----------------|

NEW Award of Bid for 4/28/14:

- | | |
|--|---------------|
| 2. Recommendation for Award of Bid, RFP 04-14
Engineering Design for Main Street Masterplan | \$ 393,600.00 |
| 3. Declaration of Surplus – Poplar Hill Mansion Storm Windows | \$ 0.00 |

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda

April 28, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – RFP 06-14
Utility Easement for Radio Tower at 1142 Marine Road

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Information Technology Department to solicit bids for a Utility Easement for the Radio Tower at 1142 Marine Road. The tower is currently owned by American Tower and is located on City-owned property.

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 four (4) vendors were sent bid packages with three (3) vendors submitting a bid by the due date and time of February 7, 2014 at 2:30 p.m.

An initial review of the proposals by the Procurement Division concluded that all submittals were responsive and responsible. After such determination by the Procurement Division, the proposals were then evaluated utilizing the weighted average scoring method as defined in the Bid Documents. American Tower had the highest overall score and therefore the best offered proposal based on the factors of Revenue Sharing Offer, Scope of Work Expertise, Project Approach, Municipal Gov't Experience, Size of Offeror and Geographic Location of Offeror. A revenue summary has been included in the Council Packet, and additional details are noted in the IT Department memo.

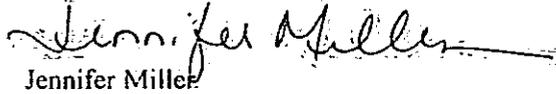
The Procurement Division requests Council's approval to award the contract for RFP 06-14 to American Tower in the form of a 20-yr. lease with four (4) five-year renewal options. The first year revenue (occurring in FY15) will be a \$350,000 signing bonus. The revenue projections for the initial 20-yr. lease are \$2,136,686 (note that the actual amount may vary depending on number of tenants).

UPDATE 04/17/14

The Procurement Department was provided with the most recent tower inspection report dated November 2013. The tower passed inspection and no structural repairs were noted. It is the opinion of the

Procurement Department to proceed with a recommendation to award the bid at the 4/28/14 Council Meeting, given the attached inspection report.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Miller". The signature is written in black ink and is positioned above the printed name.

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



AMERICAN TOWER®
CORPORATION

Structural Analysis Report

Structure : 400 ft Guyed Tower
ATC Site Name : Salisbury MD, MD
ATC Site Number : 47
Engineering Number : 55079624
Proposed Carrier : Verizon
Carrier Site Name : WICO
Carrier Site Number : TBD
Site Location : 1110 Marine Road
Salisbury, MD 21801-8488
38.360381,-75.618672
County : Wicomico
Date : November 27, 2013
Max Usage : 104%
Result : Pass

Weston Murphy



I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 33810 EXPIRATION DATE: 10/15/2014.

SIGNATURE: _____

Nov 27 2013 2:56 PM

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
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Fax: 410-548-3102



TO: Jennifer Miller, Assistant Director of Internal Services, Procurement & Parking
FROM: Bill Garrett, Director Information Technology *Be*
DATE: March 26, 2014
SUBJECT: Award of Contract RFP 06-14
Utility Easement for 1142 Marine Road Radio Tower

The City has been leasing land to American Tower at 1142 Marine Road since 1986 for a Communications Tower. The city has been granted use of the tower for its antenna needs at no charge to the City. The Information Technology Department requested proposals for a revenue sharing lease agreement.

Three firms submitted proposals to RFP 06-14 "Utility Easement for 1142 Marine Road Radio Tower" on February 7, 2014 at 2:30 P.M. After a detailed review of all proposals and financial review, the three respondents were ranked according to the criteria in the Bid documents. The evaluators met to compare individual rankings and to develop a composite ranking for each firm. During this meeting it was determined that American Tower had the best offered proposal. Ranking sequence is as shown below.

American Tower	3.952
Edge Wireless	2.575
TriStar Investors	1.875

The estimated revenue for the City is as noted below:

For FY15	\$350,000 (signing bonus)
Total for first five years	\$674,980
Total for first twenty years	\$2,136,686
Total for 40 years	\$5,669,254

**Actual amounts could be more or less depending on number of tenants.

The Information Technology Department is recommending award of a 20 year lease with four (4) five-year renewal options to American Tower.

	American Tower	Wireless Edge	TriStar
1	\$350,000*	\$400,000*	\$57,000*
5	\$674,980	\$437,585	\$194,893
20	\$2,136,686	\$1,816,396	\$884,852
40	\$5,669,254	\$5,099,505	\$2,874,549

*American Tower Includes a \$350,000 signing bonus

*Wireless Edge is a \$400,000 advance. No further payments until year 5

*TriStar includes a \$25,000 signing bonus.

City of Salisbury



MARYLAND



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TERENCE ARRINGTON
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Council Agenda

April 28, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – RFP 04-14
Engineering Design for Main Street Masterplan

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Public Works department to solicit bids for the Engineering Design for the Main Street Masterplan project. The scope of work in this proposal included engineering, landscape architecture, geotechnical, surveying, traffic design, grant application and bidding services for all phases of the streetscape project along Main Street from Route 13 to Mill Street.

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 six (6) firms submitted a bid by the due date and time of January 31, 2014, at 2:30 p.m.

An initial review of the proposals by the Procurement Division concluded that all submittals were responsive and responsible. After such determination, the proposals were evaluated by a five-person selection committee utilizing a weighted average scoring method as defined in the Bid Documents. The top three firms were then invited to and participated in a debriefing interview at the City of Salisbury. Based on the initial ranking (the detail of which is attached) and the debriefing interviews, A. Morton Thomas and Associates, Inc. is recommended to be chosen as the Successful Bidder.

The Procurement Division requests Council's approval to award the contract for RFP 04-14 to A. Morton Thomas and Associates, Inc., in the amount of \$393,600. Sufficient funds have been confirmed by the Procurement Department in the following accounts:

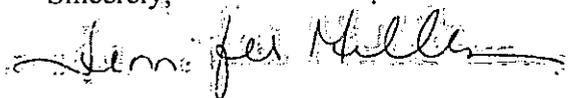
30200-513020-50007 \$100,000.00

30200-513020-55009 \$100,000.00

30100-513020-33170 \$193,600.00

Once awarded, the project design is expected to take one year from the date of Notice to Proceed, with an additional three months to complete the bidding services as defined in the RFP. While the construction of the Main Street Masterplan is NOT a part of this award, the anticipated start date would be FY16 (July 2015).

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Miller". The signature is written in black ink and is positioned above the printed name.

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

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CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

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MICHAEL S MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works
Amanda Pollack, Deputy Director of Public Works
Date: April 1, 2014
Re: RFP 04-14 Engineering Design for Main Street Masterplan

Salisbury Public Works recently advertised a Request for Proposals for the Engineering Design for Main Street Masterplan project. The proposals included providing engineering, landscape architecture, geotechnical, surveying, traffic design, grant application and bidding services for the implementation of all phases of the streetscape project along Main Street from Route 13 to Mill Street. The design includes the three phases which were identified in the 2009 Urban Salisbury, Inc. study, as listed below:

- Phase 1: The Plaza (Division Street to Mill Street).
- Phase 2: Route 13 to Division Street in conjunction with the utility upgrades.
- Phase 3: The intersection of Main Street and Division Street in conjunction with the Traffic Signal improvements

Six firms submitted proposals to RFP 04-14 Main Street Masterplan on January 31, 2014 at 2:30 p.m.: A. Morton Thomas and Associates, Inc., Davis, Bowen & Friedel, Inc., Duffield Associates, George, Miles and Buhr, LLC, KCI Technologies, Inc., and URS Corporation.

The selection committee included: Terence Arrington, Assistant City Administrator; Laura Kordzikowski, City Business Development Specialist; Keith Hall, Planning and Zoning Department; Paul Mauser, Public Works Project Engineer; and Amanda Pollack, Deputy Director of Public Works.

After an independent detailed review of all the proposals, each evaluator ranked the six respondents based upon the evaluation criteria established in the RFP, which included experience, qualifications, performance on past projects, price, project approach, size of the vendor and geographic location of the vendor. The selection committee then met to compare individual rankings and to develop a composite ranking of each firm. The rating is on a scale of 0 to 4 with 0 being unacceptable and 4 being Superior.

The proposed contract costs and the composite rankings are provided below:

<u>Consultant</u>	<u>Total Fee</u>	<u>Composite Score</u>	<u>Ranking</u>
AMT	\$393,600	3.36	1
URS	\$433,100	3.16	2
KCI	\$388,313	3.15	3
DBF	\$475,235	3.10	4
Duffield	\$369,000	3.02	5
GMB	\$585,850	2.84	6
Average	\$440,850		

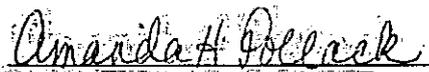
The selection committee recommended that the top three firms be invited to interview. AMT, URS and KCI were interviewed by a panel that included Mayor Ireton, Council President Day, Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking, Tom Tengman, and Amanda Pollack.

Based on the interviews and selection committee ranking, A. Morton Thomas and Associates, Inc. presented the best team to successfully complete this project due to their clear understanding of the scope of work and a technically skilled staff capable of completing the project. AMT discussed specific projects that they completed that are similar to this project as well as providing detailed ideas on how this project can be accomplished.

Sufficient funds are been secured through two separate bonds. The proposed budget for this project was \$468,000.00. Funds are available in the following accounts:

30200-513020-50007	\$100,000.00
30200-513020-55009	\$100,000.00
30100-513020-33170	\$193,600.00

Please issue a Purchase Order to A. Morton Thomas and Associates, Inc. in the amount of \$393,600 for the scope of work specified in RFP 04-14.



Amanda H. Pollack, P.E.
Deputy Director



Michael S. Moulds, P.E.
Director of Public Works

City of Salisbury



MARYLAND

Salisbury



2010

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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

April 28, 2014

To: Mayor and City Council

Subject: Declaration of Surplus – Storm Windows at Poplar Hill Mansion

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Community Development Department to declare 40 storm windows from the Poplar Hill Mansion as surplus. These storm windows were replaced with new storm windows through a grant from the Maryland Heritage Areas Authority. Upon declaration of surplus, as approved by Council, the Procurement Department will work with the Community Development Office and Poplar Hill Mansion to pursue a "green" alternative to disposal, such as recycling the windows or donating them to a local charity.

Thank you,

Jennifer Miller
Assistant Director of Internal Services-Procurement & Parking

Office of Community Development

MEMO

To: Jennifer Miller
From: Ginny Hussey, CAP-OM
Subject: Authority to surplus storm windows at the Poplar Hill Mansion
Date: April 9, 2014

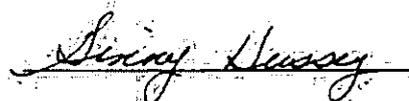
The City of Salisbury owns the Poplar Hill Mansion, which was built in 1805 and is the oldest structure in the City. The City is responsible for the maintenance of the buildings and grounds of the Mansion. The Friends of Poplar Hill Mansion, Inc. operate the building and grounds of the Mansion as a museum and as a venue for the community, social and entertainment events to maximize its education value.

The Poplar Hill Mansion received a grant from Maryland Heritage Areas Authority. These grant funds were approved for the project entitled "*Poplar Hill Mansion Window Replacement*." The total number of storm windows that have been replaced is 40.

I would like to have the old storm windows declared surplus and then recycled or donated to a local charity since the value of used storm windows on the open market is negligible and more of a liability than an asset. There are a total of 40 metal frame storm windows, some of the windows are intact and some of the windows have broken frames.

I would recommend that if possible, we pursue a "green" alternative to just disposing of them, such as recycling or donating the usable windows to a local charity.

Please forward this memo to the City Council so that it may be placed on their agenda for the meeting on April 28, 2014.



Ginny Hussey, CAP-OM

Administrative Support Technician

Community Development