



**CONSENT AGENDA** – presented by City Clerk Kim Nichols

The Consent Agenda was unanimously approved on a 4-0 vote in favor on a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively:

- May 6, 2014 budget session minutes
- May 8, 2014 budget session minutes
- May 12, 2014 regular meeting minutes
- May 15, 2014 budget session minutes
- May 19, 2014 work session minutes
- May 19, 2014 closed session minutes
- May 20, 2014 budget session minutes
- May 22, 2014 budget session minutes
- May 27, 2014 regular meeting minutes
- May 29, 2014 redistricting forum
- June 2, 2014 work session minutes
- Resolution No. 2405 - approving the appointment of Ben Bowne to the Central City District Committee
- Resolution No. 2406 - approving the appointment of R. Hardy Rudasill to the Housing Board of Adjustments and Appeals
- Resolution No. 2407 - declaring that Westwood Development LLC is eligible to receive Enterprise Zone benefits for property located at 306 W. Main Street, Salisbury, MD
- Resolution No. 2408 - declaring that Kraus Development LLC is eligible to receive Enterprise Zone benefits for property located at 520 Marvel Road, Salisbury, MD
- Approving Manufacturing Exemption request from Jubilant Cadista Pharmaceuticals Inc. for equipment purchased in 2010, 2011 and 2012
- Approving Manufacturing Exemption request from Spartech FCD, LLC for equipment purchased in 2012
- Approving Manufacturing Exemption request from Viskon Aire for equipment purchased in 2013
- Approving Manufacturing Exemption request from Trinity Sterile, Inc. for equipment purchased in 2008 through 2013

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

The Award of Bids, consisting of the following items, was unanimously approved on a 4-0 vote on a motion by Mrs. Shields that was seconded by Mr. Spies:

- Recommendation for Award of Bid Contract 111-14 Parsons Road Pavement Replacement - \$524,165.75
- Recommendation for Award of Bid RFP 08-14 Engineering Services for Water System Master Plan and Model - \$204,279.00

- *Change Order #1 Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction -* *\$43,000.00*

**RESOLUTIONS** – presented by Assistant City Administrator Terence Arrington

- *Resolution No. 2409 – to approve a Maryland Department of Housing and Community Development, Community Legacy Grant application for funds to provide rehabilitation grants to owners of businesses located in downtown Salisbury for interior and/or exterior improvements to the permanent structure in which their business is housed*

*On a motion and seconded by Mrs. Mitchell and Mr. Spies, respectively and by unanimous vote in favor, Resolution No. 2409 was unanimously approved as presented.*

- *Resolution No. 2410 – to approve a Maryland Department of Housing and Community Development, Strategic Demolition and Smart Growth Impact Fund Grant application to fund the demolition, remediation and site development of the former Daily Times building*

*On a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively and by unanimous vote in favor, Resolution No. 2410 was unanimously approved as presented.*

- *Resolution No. 2411 – to approve a project to construct or rehabilitate a minimum of four homes in the Church Street neighborhood to be sold to low to very-low income families over the next two years*

*On a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively and by unanimous vote in favor, Resolution No. 2411 was unanimously approved as presented.*

- *Resolution No. 2412 – authorizing the Mayor to sign the Grant Agreement and accept a grant of \$67,843.00 from the Maryland Energy Administration for implementation of Energy Efficient and Conservation Projects*

*Mrs. Mitchell moved and Mr. Spies seconded to approve Resolution No. 2412.*

*Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to amend Resolution No. 2412 by inserting “or City Administrator” on Lines 3 and 37 after “Mayor.”*

*Resolution No. 2412 was unanimously approved as amended.*

**ORDINANCES** – presented by City Attorney Mark Tilghman

- *Ordinance No. 2291– 2<sup>nd</sup> reading – approving a budget amendment of the FY14 General Fund to appropriate funds received from the Speed Camera Program for the purchase of*

*two speed measuring devices*

*Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2291 for second reading.*

- *Ordinance No. 2292 – 2<sup>nd</sup> reading – approving a Budget Amendment of the FY14 General Fund Budget to appropriate funds received from the Speed Camera Program for the purchase of two speed measuring devices*

*Mrs. Mitchell moved, Mrs. Shields seconded, and the vote was unanimous to approve Ordinance No. 2292 for second reading.*

- *Ordinance No. 2293 – 2<sup>nd</sup> reading – approving a Budget Amendment of the FY 14 Water Sewer Fund to appropriate funds for City Attorney to reduce funds for the attorney in the Water Sewer fund and to appropriate additional funds*

*Mr. Spies moved and Mrs. Mitchell seconded to approve Ordinance No. 2293 for second reading.*

*Mrs. Mitchell moved, Mr. Spies seconded and the vote was unanimous to amend Ordinance No. 2293 by striking “appropriate” on Line 4 and inserting “reduce the appropriation of” after “to.”*

*Ordinance No. 2293, as amended, was unanimously approved for second reading.*

- *Ordinance No. 2294 – 2<sup>nd</sup> reading – approving a Budget Amendment of the FY 14 General Fund to appropriate funds for Attorney Fees*

*Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to approve Ordinance No. 2294 for second reading.*

- *Ordinance No. 2295 – 1<sup>st</sup> reading – granting a utility easement to Wicomico County, Maryland across City owned property along Beaglin Park Drive at Shamrock Drive in Salisbury, Maryland*

*Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2295 for first reading.*

- *Ordinance No. 2297 – 1<sup>st</sup> reading – supplementing a Right of Way agreement with Delmarva Power & Light Company across City owned property between North Park Drive and South Park Drive in Salisbury, Maryland*

*Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous to approve*

*Ordinance No. 2297 for first reading.*

- *Ordinance No. 2296 – **PUBLIC HEARING**/1<sup>st</sup> reading – pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66b of the Annotated Code of Maryland for the purpose of amending Section 17.04.120, Definitions, and Section 17.76.020b, Light Industrial District to add a definition for an outdoor storage yard and to add an outdoor storage yard as a use permitted by Special Exception*

*Mr. Spies moved and Mrs. Shields seconded to approve Ordinance No. 2296 for first reading.*

*President Day opened the public hearing for the ordinance, and there being no public comments, directly closed the public hearing.*

*Ordinance No. 2296 was approved for first reading on a 3-0 vote. Mrs. Mitchell was not present for the vote.*

### **PUBLIC COMMENTS**

*One member of the public provided the following comments:*

- *Disapproved of Bed & Breakfasts in Newtown for the following reasons:*
  - *Salisbury is affected by empty houses everywhere, not just in Newtown*
  - *Incentives are given to Contractors and Builders, so why not give people 50% tax break to people for buying a house and living in it for five years or more?*
  - *Bed & Breakfasts are commercial units and speaker's neighborhood is zoned single family*
  - *It is difficult for code enforcement to determine who is living in these homes*

### **MOTION TO CONVENE IN CLOSED SESSION**

*At 7:52 p.m. Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to convene in Closed Session to obtain advice from counsel on the transfer of property.*

### **ADJOURNMENT**

*At 8:18 p.m., upon a motion and seconded by Mr. Spies and Mrs. Shields, respectively, and by unanimous vote in favor, President Day adjourned the Closed Session, returned to Open Session and provided the statement that Council had discussed the options and charged Mr. Tilghman with meeting with the property owner to discuss transfer of ownership of the property.*

*With no further discussion, President Day adjourned the Open Session at 8:20 p.m.*

*CITY OF SALISBURY, MARYLAND*

*CLOSED SESSION*

*MAY 27, 2014*

*TIME & PLACE: 7:17 p.m., Government Office Building – Room 301 Council Chambers*

*PURPOSE: To discuss a real estate transaction and interview an employee*

*VOTE TO CLOSE: Unanimous (4-0)*

*PRESENT: Council President Jacob R. Day, Council Vice President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Acting Director Neighborhood Services and Code Compliance Susan Phillips, Fire Chief Rick Hoppes, Deputy Fire Chief Lee Smith, Fire Station 2 President Bryan Cook, Fire Station 2 Treasurer Ryan LeCates, City Attorney Mark Tilghman*

*NOT PRESENT: Mayor James Ireton, Jr., Councilwoman Terry E. Cohen*

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*The City Council convened in Legislative Session in Room #301 in the Government Office Building at 6:02 p.m.*

*At the conclusion of the Legislative Session, Mr. Spies moved, Mrs. Mitchell seconded and the vote was unanimous (4-0) to convene in Closed Session in accordance with the Annotated Code of Maryland § 10-508(a)(1)(3). The Closed Session began at 7:17 p.m.*

*Council discussed the fees and liens for the purchase of a property and reached unanimous consensus to waive the fees.*

*Council also interviewed Susan Phillips, the Mayor's candidate for the position of Director of Neighborhood Services and Code Compliance, and reached unanimous consensus to confirm Ms. Phillips as the new director of the department.*

*On a motion and seconded by Mr. Spies and Mrs. Mitchell, respectively, and by unanimous vote in favor, President Day adjourned the Closed Session at 8:20 p.m.. Council reconvened in Open Session, President Day provided the statement to the Public, and adjourned the Open Session.*

*CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
JUNE 2, 2014*

*TIME & PLACE:* 6:45 p.m., Government Office Building – Room 301 Council Chambers  
*PURPOSE:* To discuss a matter directly related to a negotiating strategy 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 (before a contract is awarded or bids are opened)  
*VOTE TO CLOSE:* Unanimous (4-0)  
*PRESENT:* Council President Jacob R. Day, Mayor James Ireton, Jr., Council Vice President Laura Mitchell, Councilwoman Terry E. Cohen (arrived at 7:00 p.m.), Councilman Timothy K. Spies, City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Planning & Zoning Director Jack Lenox, Planning & Zoning Deputy Director Lori Carter, Associate City Attorney Pete Golba  
*NOT PRESENT:* Councilwoman Eugenie P. Shields

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*The City Council convened in Work Session in Council Chambers, Room #301 of the Government Office Building at 4:38 p.m.*

*At the conclusion of the Work Session, Mrs. Mitchell moved, Mr. Spies seconded and the vote was unanimous (4-0) to convene in Closed Session in accordance with the Annotated Code of Maryland § 10-508(a)(14). The Closed Session began at 6:45 p.m.*

*While in Closed Session Council discussed the development plans and negotiations of several City parking lots and authorized the Mayor to enter into an exclusive negotiating period with a potential developer who responded to an RFP.*

*Ms. Cohen moved, Mrs. Mitchell seconded, and by unanimous vote in favor, President Day adjourned the Closed Session at 8:41 p.m. Council reconvened in Open Session and President Day provided the statement to the Public, and thereafter adjourned the Open Session.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
JUNE 23, 2014

*TIME & PLACE:* 7:52 p.m., Government Office Building – Room 301 Council Chambers  
*PURPOSE:* To consider the acquisition of real property for a public purpose  
*VOTE TO CLOSE:* Unanimous (4-0)  
*PRESENT:* Council President Jacob R. Day, Council Vice President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Clerk Kimberly R. Nichols, Assistant City Administrator Terence Arrington, City Attorney Mark Tilghman  
*NOT PRESENT:* Mayor James Ireton, Jr., Councilwoman Terry E. Cohen

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*The City Council convened in Legislative Session in Council Chambers, Room #301 of the Government Office Building at 6:05 p.m.*

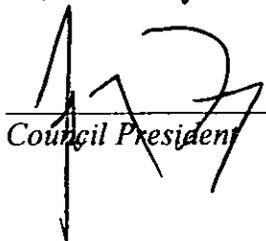
*Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous (4-0) to convene in Closed Session to consider the acquisition of real property for a public purpose and matters directly related thereto in accordance with the Annotated Code of Maryland § 10-508(a)(3). The Closed Session began at 7:52 p.m.*

*While in Closed Session, Council discussed the transfer of ownership of property and upon the advice of City Attorney Mark Tilghman, authorized Mr. Tilghman to negotiate other options for the transfer of the property with the current property owner.*

*On a motion and seconded by Mr. Spies and Mrs. Shields, respectively, and by unanimous vote in favor, President Day adjourned the Closed Session at 8:18 p.m.*

*Council reconvened in Open Session, President Day provided the statement to the public, and then adjourned the Open Session at 8:20 p.m.*

*Kimberly R. Nichols*  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Council President

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
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Tel: 410-548-3190 Procurement  
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KEITH A. CORDREY  
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JENNIFER MILLER  
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JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda - Award of Bids

June 23, 2014

- |  |              |
|--|--------------|
| 1. Recommendation for Award of Bid<br>Contract 111-14<br>Parsons Road Pavement Replacement                     | \$524,165.75 |
| 2. Recommendation for Award of Bid<br>RFP 08-14<br>Engineering Services for Water System Master Plan and Model | \$204,279.00 |
| 3. Change Order #1<br>Contract A-07-14<br>Street Improvements – Curb, Gutter & Sidewalk Construction           | \$ 43,000.00 |

# City of Salisbury



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JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

June 23, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 111-14 Parsons Road Pavement Replacement

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Public Works Department to solicit bids for Contract 111-14 Parsons Road Pavement Replacement. The bid included an option to widen Parsons Road at the Pemberton Intersection by 12' to accommodate a right turn lane, pending a commitment from the developer (Royal Farms).

The Procurement Department 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) vendors requested bid packages with two (2) vendors submitting a bid by the due date and time of May 29 at 3:30 p.m., as noted below:

	<u>Base Bid Total</u> <u>Without 12' Lane Widening</u>	<u>Base Bid Total</u> <u>With 12' Lane Widening</u>
Metro Paving Corp.	\$524,165.75	\$606,881.75
George & Lynch Inc.	\$824,630.10	\$862,929.80

Public Works has reviewed the bids in accordance with the bid documents, reviewed references, and has requested that the contract be awarded to the lowest responsive and responsible bidder, Metro Paving Corp., in the amount of \$524,165.75 (based bid total without the 12' lane widening). As of June 4, 2014, the City of Salisbury Public Works Department has not received a commitment from Royal Farms but would like to note that should an assurance from the developer be forthcoming, a change order could be issued to include the 12' lane widening in this contract. Additional details about the work are noted in the department memo.

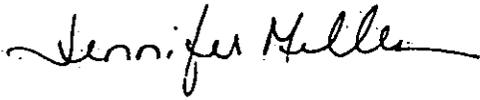
There are sufficient funds to cover this purchase in the following accounts:

31000-534304 Streets/Lots	=	\$ 85,344.66
31000-534318 Street Maintenance	=	<u>\$438,821.09</u>
<b>Total</b>		<b>\$524,165.75</b>

Developer (Royal Farms) = \$ 82,716.00 (pending change order option)  
(No account number established at this time)

The Procurement Department requests Council's approval to award Contract 111-14 to Metro Paving Corporation in the amount of \$524,165.75.

Sincerely,



Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
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MICHAEL S MOULDS, P.E.  
DIRECTOR OF PUBLIC WORKS

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

To: Jennifer Miller, Assistant Director of Internal Services Procurement  
From: Michael Moulds, Director of Public Works *MM*  
Date: June 4, 2014  
Re: Contract 111-14 Parsons Road Pavement Replacement – Without a 12' Lane Widening

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Contract 111-14 is for full-depth pavement replacement of Parsons Road from the Pemberton intersection to Fairground Drive, and the milling and overlaying of the Pemberton intersection. This contract is without a 12' Lane Widening at the Pemberton Drive intersection since there currently is not a commitment for the 12' lane widening from the developer (Royal Farms). Work also includes a 3 ½ foot roadway widening in front of Valero Shore Stop, sub drains, replacement of defective curbs, gutters, drain inlets, and reconstruction of certain sidewalks at various locations along Parsons Road, as shown on the Contract Drawings and Specifications. This Project will complete the northern segment of the overall Parsons Road Pavement Replacement Project, initiated in 2012.

Bids were opened on Thursday May 29, 2014 at 3:30 pm for Contract 111-14 Parsons Road Pavement Replacement. Two (2) responses to this contract were received, as summarized below:

<u>Company</u>	<u>Base Bid Total</u> <u>Without 12' Lane Widening</u>	<u>Base Bid Total</u> <u>With 12' Lane Widening</u>
Metro Paving Corp.	\$524,165.75	\$606,881.75
George & Lynch Inc.	\$824,630.10	\$862,929.80

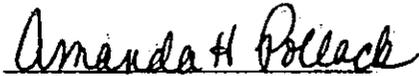
The bids include an option and cost to widen Parsons Road at the Pemberton Drive intersection with an additional 12' wide right turn lane. Pending a commitment from the developer of the parcel at the intersection of Parsons/Pemberton to pay for the improvements, a change order could be issued to include that work in this contract.

SPW reviewed the bids in accordance with the contract documents and called references of the apparent low bidder. Metro Paving Corp. is the lowest responsive and responsible bidder, therefore SPW recommends awarding the contract to Metro Paving Corp. in the amount of \$524,165.75. Funds are available in the following accounts:

Account Number 31000 534304	= \$85,344.66
Account Number 31000 534318	= <u>\$438,821.09</u>
<b>Recommended Subtotal:</b>	<b>\$524,165.75</b>

Developer (Royal Farms) = \$82,716.00 (Pending change order option)  
(No account number established at this time)

Please issue a Purchase Order to Metro Paving Corp. in the amount of **\$524,165.75** for the scope of work specified in Contract 111-14.

  
Amanda H. Pollack, P.E.  
Deputy Director

  
Michael Moulds, P.E.  
Director of Public Works

# City of Salisbury



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JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

June 23, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – RFP 08-14  
Engineering Services for Water System Master Plan and Model

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Public Works Department to solicit bids for RFP 08-14 Engineering Services for Water System Master Plan and Model. The current plan and model were outdated, and a new model was needed to diagnose deficiencies in the distribution system.

The Procurement Department 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 25 vendors were sent bid packages with five (5) vendors submitting a bid by the due date and time of May 15 at 2:30 p.m.

An initial review of the proposals by the Procurement Division concluded that all submittals were responsive and responsible. The proposals were then evaluated by a selection committee utilizing the weighted average scoring method as defined in the Bid Documents. The criterion established for this project consisted of expertise, experience, Vendor qualifications, understanding of the scope of services, experience working with municipal projects, performance on past projects, price, and geographic location of the vendor. The bid results and evaluation are summarized on the next page:

<u>Consultant</u>	<u>Prepare Master Plan and Model</u>	<u>1st Year Services (Hourly Rate)</u>	<u>Training (Hourly Rate)</u>	<u>Composite Score</u>	<u>Rank</u>
Hazen and Sawyer	\$184,279	\$125	\$125	3.71	1
Whitman, Requardt & Associates, Inc.	\$135,485	\$90	\$90	3.59	2
GHD, Inc.	\$196,900	\$111	\$111	2.96	3
URS Corporation	\$138,800	\$111	\$132	2.79	4
KCI Technologies, Inc.	\$102,000	\$110	\$120	2.72	5

The Procurement Department, upon a recommendation from the Department of Public Works, requests Council's approval to award the contract for RFP 08-14 to Hazen and Sawyer in the amount of \$204,279.00, as they had the highest overall score and therefore the best offered proposal based on the factors noted above. This sum includes the preparation of the Water Master Plan and Model, 40 hours of training and 120 hours of first year services, to fulfill the scope of work specified in RFP 08-14.

There are sufficient funds to cover this purchase in the following project accounts:

82078-513020-49000 Eng/Architecture	=	\$104,323.99
82078-513020-49020 Eng/Architecture	=	<u>\$ 99,955.01</u>
<b>Total</b>		<b>\$204,279.00</b>

Sincerely,



Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
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ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking  
From: Michael Moulds, Director of Public Works *MM*  
Date: June 3, 2014  
Re: RFP 08-14 Water Master Plan and Model

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Salisbury Public Works recently advertised a Request for Proposals for Engineering Services for a Water Master Plan and Model. The City's current Water Facilities Master Plan and water model were created in 2008 and have not been updated or calibrated since then. There is a need to have a working model to identify and evaluate deficiencies in the distribution system. Additionally, the Master Plan will assist with Capital Improvements Plan planning.

The water model will utilize the Innovyze - InfoWater software, which the City has a current license. The model will utilize water meter and billing data for current water demands. It will project future demands over a 20-year planning period. The scope includes performing fire flow tests to calibrate the model. The Vendors provided hourly rates for training and first year services. The intent is to have Public Works staff maintain the model and run scenarios in the future.

In addition to the Water Model analysis, the Water Master Plan will contain the following elements:

- Evaluate the City's compliance with EPA's Disinfectants and Disinfection Byproducts Rule as well as future EPA regulations.
- Evaluate the Paleo Water Treatment Plant capacity, treatment techniques and expansion potential and the City's future reliance on the Park Water Treatment Plant.
- Evaluate the raw water mains at the Park Water Treatment Plant Well Field.
- Develop a prioritized list of recommended system improvements, including associated costs.

Five firms submitted proposals to RFP 08-14 Water Master Plan and Model on May 15, 2014 at 2:30 p.m.: GHD, Inc., Hazen and Sawyer, KCI Technologies, Inc., URS Corporation, and Whitman, Reardon & Associates, Inc.

The selection committee included: Cori Cameron, Water Treatment Plant Superintendent; John O'Brien, GIS Analyst; and Amanda Pollack, Deputy Director of Public Works.

After an independent detailed review of all the proposals, each evaluator ranked the five respondents based upon the evaluation criteria established in the RFP, which included experience, qualifications, understanding of the Scope, experience with municipal projects, performance on past projects, price, project approach 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.

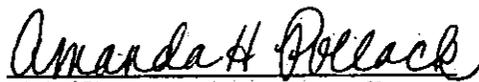
The proposed contract costs and the composite rankings are provided below:

<u>Consultant</u>	<u>Prepare Master Plan and Model</u>	<u>1st Year Services (Hourly Rate)</u>	<u>Training (Hourly Rate)</u>	<u>Composite Score</u>	<u>Ranking</u>
Hazen and Sawyer	\$184,279	\$125	\$125	3.71	1
Whitman, Requardt & Associates, Inc.	\$135,485	\$90	\$90	3.59	2
GHD, Inc.	\$196,900	\$111	\$111	2.96	3
URS Corporation	\$138,800	\$111	\$132	2.79	4
KCI Technologies, Inc.	\$102,000	\$110	\$120	2.72	5

The selection committee believes that Hazen and Sawyer presented the best team to successfully complete this project due to their clear understanding of the scope of work and the City's water system. The project team has demonstrated success with utilizing the City's water modeling software, Info Water. Hazen and Sawyer discussed specific projects that they completed that are similar to this project as well as providing specific ideas on how this project can be accomplished. The proposal showed Hazen and Sawyers understanding of the unique characteristics of the City's system since Hazen and Sawyer performed an analysis of the expansion needs for the Paleo Water Treatment Plant in 2008. Many of the recommendations have been implemented. References for Hazen and Sawyer provided positive feedback on their experiences with the team.

Please issue a Purchase Order to Hazen and Sawyer in the amount of \$204,279.00 for the scope of work specified in RFP 08-14. In addition to preparing the Water Master Plan and Model for a lump sum price of \$184,279, the Purchase Order will include 40 hours of training at \$125/hour and 120 hours of first year services at \$125/hour. Funds are available in the following accounts:

82078-513020-49000      \$104,323.99  
 82078-513020-49020      \$99,955.01

  
 Amanda H. Pollack, P.E.  
 Deputy Director

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

# City of Salisbury



MARYLAND



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JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

June 23, 2014

TO: Mayor and City Council

SUBJECT: Change Order #1 to Contract A-07-14  
Street Improvements – Curb, Gutter & Sidewalk Construction

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #1 in the amount of \$43,000.00 for Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction. This Change Order would provide for improvements near the Circle Avenue Bridge and at the Waste Water Treatment Plant. Additional details are noted in the department memo.

Funds are available in the following accounts:

30100-513026-42002 Bond	\$26,000.00
86083-523600 Skilled Services	<u>\$17,000.00</u>
Total	\$43,000.00

The Department of Internal Services, Procurement Division, requests Council's approval to approve Change Order #1 as noted above to Malone and Phillips, Inc., in the amount of \$43,000.00.

Sincerely,

Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3170  
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MICHAEL S MOULDS, P.E.  
DIRECTOR OF PUBLIC WORKS

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

To: Jennifer Miller, Assistant Director of Internal Services - Procurement Division  
From: Michael S. Moulds, Director of Public Works *[Signature]*  
Subject: Change Order No. 1 - Contract No. A-7-14 P.O. 02140244  
Citywide Concrete Program

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #1, in the amount of \$43,000.00. This contract is a yearly contract and is utilized as funds are made available for requested projects.

Funding for this portion of this change order is to replace sidewalk and a bridge post deteriorated as reported in the City of Salisbury bridge report for the Circle Avenue Bridge. In addition, handicap ramps will be updated on each side of the bridge.

Funds will be encumbered from the following account for the work mentioned above:

30100-513026-42002 (Bond) .....\$ 26,000.00

This portion of this change order is for the installation of curb, gutter, sidewalk and other miscellaneous concrete work requested by the Waste Water Treatment Plant (WWTP).

Funds will be encumbered from the following account for the work mentioned above:

86083-523600 (Skilled Services) .....\$ 17,000.00

Funds are available in the following accounts:

30100-513026-42002 (Bond).....	\$ 26,000.00
86083-523600 (Skilled Services).....	\$ <u>17,000.00</u>
Total	\$ 43,000.00