

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**June 22, 2015**

**PUBLIC OFFICIALS PRESENT**

*Council Vice President Laura Mitchell*

*Councilman John "Jack" R. Heath*

*Councilman Timothy K. Spies*

**PUBLIC OFFICIALS NOT PRESENT**

*Mayor James Ireton, Jr.*

*Council President Jacob R. Day*

*Councilwoman Eugenie P. Shields*

**IN ATTENDANCE**

*Assistant City Clerk Diane C. Nelson, CMC, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Assistant Director Internal Services – Procurement & Parking Jennifer L. Miller, Public Works Director Michael Moulds, Planning & Zoning Director Jack Lenox, Building, Permits and Inspections Director William Holland, Neighborhood Services and Code Compliance Director Susan Phillips, Zoo Director Ralph Piland, Police Chief Barbara Duncan, and interested citizens and members of the press*

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**MEDITATION – PLEDGE OF ALLEGIANCE**

*The City Council met in regular session at 6:00 p.m. in Council Chambers. Council Vice President Mitchell called the meeting to order; a moment of silent meditation was held followed by the Pledge of Allegiance.*

**PRESENTATIONS – LEED and SALISBURY ZOO**

*Jennifer Pastusak joined Dwight Miller of Gillis Gilkerson in presenting a plaque to Salisbury Zoo Director Ralph Piland for the Leadership in Energy and Environmental Design (LEED) Certification awarded the new Animal Health Clinic by the United States Green Building Council (USGBC). The Zoo's Animal Health Clinic is the first City-owned building to be LEED-Certified.*

*Mr. Piland thanked all individuals and organizations from both private and public sectors that collaborated with the Salisbury Zoo to achieve LEED Certification for the new Animal Health Clinic. He updated Council on the Zoo's Andean Bear Project and current events associated with the new bear cub, as well as Zoo plans to engage in "strategic site planning" that will help determine how resources are allocated for future projects, in particular the completion of the Australian Exhibit and the renovation of the Morgan Visitor Center. Mr. Piland's concluding*

remarks included how LEED Certification addresses sustainability and responsible use of resources.

**ADOPTION OF LEGISLATIVE AGENDA**

On a motion and second by Mr. Spies and Mr. Heath, respectively, the legislative agenda was adopted on a 3-0 vote in favor.

**CONSENT AGENDA** – presented by Assistant City Clerk Diane Nelson

The Consent Agenda consisting of the following items was approved as presented on a 3-0 vote in favor on a motion by Mr. Heath that was seconded by Mr. Spies:

- May 4, 2015 closed session minutes
- May 11, 2015 regular meeting minutes
- May 18, 2015 work session minutes
- May 18, 2015 special meeting minutes
- May 26, 2015 regular meeting minutes
- Resolution No. 2513 – to amend the membership requirements of the Bicycle and Pedestrian Advisory Committee
- Resolution No. 2514 – accepting Federal funds awarded by the U. S. Justice Department through an Edward Byrne Memorial Justice Assistance Grant (JAG) program for replacing the antiquated and failing security camera system at the Salisbury Police Department
- Resolution No. 2515 – authorizing the Mayor to sign the grant agreement and accept a grant of \$38,500.00 from the Maryland Energy Administration for implementation of a pilot project to reduce reliance on petroleum as a fuel for transportation

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

The Award of Bids, consisting of the following items, was unanimously approved on a 3-0 vote in favor on a motion by Mr. Spies that was seconded by Mr. Heath:

- |   |                |
|---|----------------|
| • Contract 110-15 Riverwalk Improvements – Phase 2  | \$1,506,109.00 |
| • RFP 17-15 Engineering Services for Sewer Inflow/Infiltration Study -                            | \$ 159,989.00  |
| • Contract A-07-14, Change Order #5 Street Improvements –<br>Curb, Gutter & Sidewalk Construction | \$ 40,200.00   |

**PUBLIC HEARINGS** – presented by City Attorney Mark Tilghman

- **PUBLIC HEARING/ORDINANCE NO. 2339** – 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 17.28.020, Uses Permitted in the Light Business and

*Institutional District to add Self Storage*

*Mr. Heath moved and Mr. Spies seconded to approve Ordinance No. 2339 for first reading.*

*Mr. Tilghman presented Ordinance No. 2339 for first reading, noting his recommendation discussed with Planning & Zoning Director Jack Lenox that the definition of "Self Storage" be amended prior to second reading to more clearly represent that "self storage" applies to a permanent structure or facility and not portable storage units being placed on the property.*

*Mrs. Mitchell opened the Public Hearing at 6:41 p.m. and there being no requests to speak, immediately closed the Public Hearing.*

*After discussion, Ordinance No. 2339 for first reading was unanimously approved on a 3-0 vote.*

- **PUBLIC HEARING/ORDINANCE NO. 2340** – 1<sup>st</sup> reading – Ordinance Permit – to authorize Joy Bromley/Bundles of Joy, Inc. to expand an existing day care center at 1409 South Division Street in an Office and Service Residential District as required by Title 17, Section 17.84.030A of the Salisbury Municipal Code

*Mr. Heath moved and Mr. Spies seconded to approve Ordinance No. 2340 for first reading.*

*Mr. Tilghman presented Ordinance No. 2340 for first reading; thereafter, Mrs. Mitchell opened the Public Hearing at 6:47 p.m., and there being no requests to speak, immediately closed the Public Hearing.*

*After Council comments, Ordinance No. 2340 for first reading was unanimously approved on a 3-0 vote.*

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

- Ordinance No. 2337 – 2<sup>nd</sup> reading – to establish and delineate a flood plain district within the City of Salisbury, to provide for the issuance of permits, and to impose certain regulations on construction and land development within the District

*Mr. Spies moved, Mr. Heath seconded, and the vote was unanimous (3-0) to approve Ordinance No. 2337 for second reading.*

- Ordinance No. 2341 – 1<sup>st</sup> reading – creating a bike route which will run along West Main Street from Mill Street to the intersection of Fitzwater Street and along Fitzwater Street to the intersection with Parsons Road and along Parsons Road to the intersection of Pemberton Drive; providing dedicated bicycle-only lanes and shared bicycle and

*motorized vehicle lanes as directed by MDMUTCD Chapter 9, Traffic Control for Bicycle Facilities (MDMUTCD); installing lane striping for dedicated lanes; installing shared lane markings for shared lanes; installing bicycle markings on-pavement; and installing bike route signage along the route per the MDMUTCD*

*Mr. Heath moved and Mr. Spies seconded to approve Ordinance No. 2341 for first reading.*

*After discussion, Ordinance No. 2341 was unanimously approved on a 3-0 vote for first reading.*

- *Ordinance No. 2342 – 1<sup>st</sup> reading – to repeal and re-enact Sections 15.04.010 and 15.04.020 of Chapter 15.04 Building Code by adopting updated standard building codes in Section 15.04.010; corresponding amendments to the International Building Code (2015) (IBC) in Section 15.04.020; enacting Section 15.04.030 amendments to the International Plumbing Code (2015) (IPC); and deleting Chapter 15.32 Plumbing Standards in its entirety*

*Mr. Spies moved and Mr. Heath seconded to approve Ordinance No. 2342 for first reading.*

*After discussion, Ordinance No. 2342 for first reading was unanimously approved on a 3-0 vote.*

- *Ordinance No. 2343 – 1<sup>st</sup> reading – to amend Sections 15.24.040 Referenced Codes of the Salisbury Property Maintenance Code*

*Mr. Heath moved and Mr. Spies seconded to approve Ordinance No. 2343 for first reading.*

*After discussion, Mr. Spies moved, Mr. Heath seconded, and the vote was unanimous (3-0) to amend Ordinance No. 2343 for first reading by adding the International Fire Code (2015) (IFC) and the International Plumbing Code 2015 (IPC) to Section 15.24.040 Referenced Standards so that the Departments of Building, Permitting and Inspections (BPI) and Neighborhood Services & Code Compliance (NSCC) will uniformly adopt the same referenced code standards; thereafter, Ordinance No. 2343 as amended for first reading was unanimously approved on a 3-0 vote.*

*There being no Public Comments, Vice President Mitchell adjourned the Legislative Session at 7:10 p.m.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
JUNE 16, 2015

*TIME & PLACE:* 11:00 a.m., Government Office Building – Conference Room 306  
*PURPOSE:* 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  
*CITATION:* Annotated Code of Maryland §10-508(a)(14)  
*PRESENT:* Council Vice President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman John “Jack” T. Heath, Councilman Timothy K. Spies, City Clerk Kimberly R. Nichols, and City Administrator Tom Stevenson

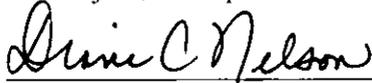
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*The City Council convened in a Special Meeting in Conference Room 306 of the Government Office Building at 10:05 a.m. Upon the adjournment of the Special Meeting, Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to convene in Closed Session to as permitted under the Annotated Code of Maryland §10-508(a)(14). (Council to reconsider the contract for legal services.) The Closed Session began at 11:00 a.m.*

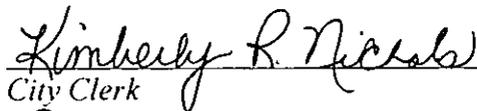
*Council discussed compliance issues with the City’s legal services. No action was taken or consensus reached or required, as the Closed Session was held for discussion purposes only.*

*Upon a motion and seconded by Mr. Spies and Mr. Heath, respectively, and by unanimous vote in favor, the Closed Session adjourned at 11:17 a.m. and Council returned to Open Session. Mrs. Mitchell reported that while in Closed Session Council had discussed compliance issues with legal services.*

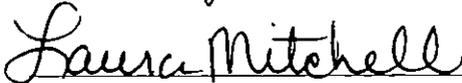
*Thereafter, the Open Session adjourned at 11:18 a.m.*



*Assistant City Clerk*



*City Clerk*



*Council Vice President*

# City of Salisbury



MARYLAND

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

VACANT  
ASSISTANT CITY ADMINISTRATOR



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
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KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA – Award of Bid

June 22, 2015

- |  |                |
|--|----------------|
| 1. Contract 110-15<br>Riverwalk Improvements – Phase 2   | \$1,506,109.00 |
| 2. RFP 17-15<br>Engineering Services for Sewer Inflow/Infiltration Study                           | \$ 159,989.00  |
| 3. Contract A-07-14, Change Order #5<br>Street Improvements – Curb, Gutter & Sidewalk Construction | \$ 40,200.00   |

# City of Salisbury



MARYLAND

Salisbury



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KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

June 22, 2015

TO: Mayor and City Council

SUBJECT: Award of Bid  
Contract 110-15  
Riverwalk Improvements – Phase 2

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit bids for Contract 110-15 Riverwalk Improvements – Phase 2. The project will furnish all labor, materials, and equipment necessary for installing additional galvanized steel wales and tiebacks at the existing steel sheet bulkhead, replacing the concrete sidewalk, removing and reinstalling the railing system, and providing for related repairs along sections of the Riverwalk in Salisbury, Maryland.

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 three (3) vendors submitted a bid by the due date and time of Wednesday, May 15, 2015 at 2:30 p.m.

Vendor	Base Bid	Contingent Items	Total Bid
Murtech, Inc.	\$1,417,264.00	\$88,845.00	\$1,506,109.00
Hunter Allied of Maryland, Inc	\$1,440,341.50	\$98,170.00	\$1,538,511.50
Delmarva Veteran Builders	\$1,618,292.85	\$209,174.00	\$1,827,466.85

The vendor that submitted the lowest responsive and responsible bid was Murtech, Inc. There are sufficient funds to cover this purchase in account 30100-513026-48015.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award Contract 110-15 Riverwalk Improvements – Phase 2 to Murtech, Inc., in the amount of \$1,506,109.00.

Sincerely,

Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



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JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Asst. Director of Internal Services – Procurement  
From: Michael Moulds, Director of Public Works  
Date: June 1, 2015  
Re: Contract 110-15 Riverwalk Repairs Phase 2

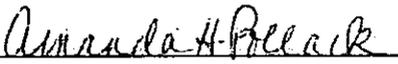
Salisbury Public Works recently advertised a bid for the Riverwalk Repairs – Phase 2. The Phase 2 repairs include installing additional steel wales and helical screw tiebacks at the existing bulkhead to stabilize the bulkhead. Additionally, Phase 2 work includes removing the entire Riverwalk surface and replacing it with stamped concrete. The pattern was selected to look like a wood grain. The sidewalk surface will be colored gray. During the work, the existing railing will be removed and reinstalled.

Bids were opened on Friday, May 15, 2015 at 2:30 p.m. for Contract 110-15, Riverwalk Repairs Phase 2. Three (3) responses to this contract were received, as summarized below:

Company	Base Bid	Continent Items	Total Bid
Murtech, Inc.	\$1,417,264.00	\$88,845.00	\$1,506,109.00
Hunter Allied of Maryland, Inc.	\$1,440,341.50	\$98,170.00	\$1,538,511.50
Delmarva Veteran Builders, LLC	\$1,618,292.85	\$209,174.00	\$1,827,466.85

SPW reviewed the bids in accordance with the contract documents. The Engineer's Estimate for this phase was \$1,900,000. Murtech, Inc. is the lowest responsive and responsible bidder. Murtech recently successfully completed Phase 1 of the Riverwalk Repairs. SPW recommends awarding the contract to Murtech, Inc. in the amount of \$1,506,109.00. There is funding available from the FY12 bond issue for the Riverwalk project in account number 30100-513026-48015.

Please issue a Purchase Order to Murtech, Inc. in the amount of \$1,506,109.00 for the scope of work specified in Contract 110-15.

  
Amanda H. Pollack, P.E.  
Deputy Director

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

# City of Salisbury



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JAMES IRETON, JR.  
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JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

June 22, 2015

TO: Mayor and City Council

SUBJECT: Award of Bid  
RFP 17-15  
Engineering Services for Sewer Inflow/Infiltration Study

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit proposals for RFP 17-15 Engineering Services for Sewer Inflow/Infiltration Study. This solicitation sought proposals from qualified and experienced firms to provide engineering services which will assist the City of Salisbury in determining where storm water inflow and groundwater infiltration is occurring in the City of Salisbury's sanitary sewer system.

The Procurement Department followed standard proposal solicitation 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 submitted a bid by the due date and time of Wednesday, May 27, 2015 at 2:30 p.m.

The Department of Public Works reviewed both the technical and price proposal from each submittal, and all vendors were provided the opportunity to provide a Best and Final Offer (BAFO) based on a clarified Form of Proposal (i.e., cost proposal). All four vendors replied. Each vendor was evaluated according to the criteria specified in the bid document and ranked on a scale of 0 (unacceptable) to 4 (superior):

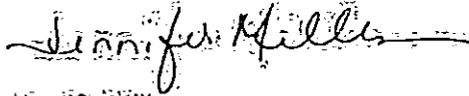
Weighting Factor	Criterion
35%	Expertise, experience, and qualifications of the Vendor Team as related to the Scope of Work, including team member experience, successful related past experience, project approach and relevant project references.
20%	The quality (detail and approach) of the I/I test plan to be submitted with the bid proposal.
15%	Experience working with municipal governments and municipal projects with emphasis on projects similar in scope to the project as described in the proposal documents.
15%	Current and projected workload and ability to complete the work in a timely manner. The Vendor is to include a Time Completion Schedule for the project.
10%	Price and billable rates
5%	Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

Vendor	Evaluation Score	Evaluation Rank	# of Mini-Basins (based on cost/proposal)
RJN Group, Inc.	3.69	1	7
GHD	3.36	2	3
Whitman, Requardt & Associates	3.26	3	2
George, Miles & Buhr, LLC	2.40	4	2

RJN Group was determined by the evaluation committee to have presented the best value proposal due to their proposed approach, experience with the type of work requested and a favorable reference.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award RFP 17-15 Engineering Services for Sewer Inflow/Infiltration Study to RJN Group, Inc., in the amount of \$159,989.00, which will provide for the study and inspection of 7 mini-basins (and the corresponding scope of work as defined in the proposal document). There are sufficient funds to cover this purchase in account 84080-513020.

Sincerely,



Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



JAMES IRETON, JR.  
MAYOR

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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  
Amanda Pollack, Deputy Director of Public Works  
Date: June 5, 2015  
Re: RFP 17-15 Engineering Services for Sewer Inflow/Infiltration Study

Salisbury Public Works recently advertised a Request for Proposals for Engineering Services for Sewer Inflow/Infiltration Study.

The Engineering Services for Sewer Inflow/Infiltration Study RFP 17-15 is seeking proposals from qualified and experienced firms to provide engineering services for a Sewer Inflow/Infiltration (I/I) Study to assist the City of Salisbury in determining where stormwater inflow and groundwater infiltration is occurring in the City of Salisbury's sanitary sewer system. The work includes gathering and reviewing background information for the City's Sewer System, development of a strategy for I/I, flowmeter study & manhole structure inspection for a specified number of mini-basins with the City's sanitary sewer system, and a final report which provides a summary of findings and recommendations for proposed replacement/repair along with cost estimate for repair/replacement.

Four (4) firms submitted proposals to RFP 17-15 Engineering Services for Sewer Inflow/Infiltration Study on May 27, 2015 at 2:30 p.m. A Selection Committee of three (3) has ranked the submitted proposals. Each member of the Selection Committee independently ranked the four respondents based upon the evaluation criteria established in the RFP. The criteria and weighting factor is shown below:

- 35% Expertise, experience, and qualifications of the Vendor Team as related to the Scope of Work, including team member experience, successful related past experience, project approach and relevant project references.
- 20% The quality (detail and approach) of the I/I test plan to be submitted with the bid proposal.
- 15% Experience working with municipal governments and municipal projects with emphasis on projects similar in scope to the project as described in the proposal documents.
- 15% Current and projected workload and ability to complete the work in a timely manner. The Vendor is to include a Time Completion Schedule for the project.
- 10% Price and billable rates.

5% Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

The proposal rating scale is from zero to four with zero being unacceptable and four being superior. After completing a detailed independent review, the Selection Committee then met to compare individual rankings and to develop a composite ranking of each firm. The proposed contract costs which were revised in Bid Clarification Memo #2 dated June 3, 2015 and the composite score of the selection committee and the proposal rankings are provided below.

Vendor/ Consultant	Task 101 Determine Strategy & provide detailed I/I Test Plan and gather and review background information on the Salisbury Sanitary Sewer System	Task 107 Flowmeter Study & Structure Inspection per mini-basin (Price based on 2-4 mini-basins)	Task 107 Flowmeter Study & Structure Inspection per mini-basin (Price based on 5-8 mini-basins)	Task 107 Flowmeter Study & Structure Inspection per mini-basin (Price based on 9-15 mini- basins)	Task 108 Final Report – Sewer System Analysis & Remediation Identification (Price based on 2-15 mini- basins)	Total Cost Task 101 + Task 103-106 + Task 107 Either Column 2, 3, 4, or 5 X # mini-basins + Task 108	Composite Score (Rating)	Rank (Result)
RJN Group	\$19,825.00	\$18,069.00	\$18,069.00	\$18,069.00	\$3,758.00	\$159,989.00 (7 mini-basins)*	3.69	1
GHD	\$12,780.25	\$50,505.30	\$42,712.81	\$39,809.17	\$13,014.15	\$204,011.84 (3 mini-basins)*	3.36	2
WRA	\$65,000.00	\$23,000.00	\$21,000.00	\$18,000.00	\$28,000.00	\$200,069.00 (2 mini-basins)* (No dye testing)	3.26	3
GMB	\$45,000.00	\$119,000.00	\$113,500.00	\$113,500.00	\$50,000.00	\$359,800.00 (2 mini-basins)* (No dye testing)	2.40	4

- Cost assumptions: Bid Item #103: 1 flow monitoring station; Bid Item #104: 1 day CCTV; Bid Item #105: 825 L.F. of dye testing; Bid Item#106: 5000 L.F. of smoke testing

Speaking with the reference from Virginia Beach, Virginia, the following comments were offered regarding the work that RJN Group had done on sewer I/I projects for their jurisdiction over the last several years:

"RJN has done a great job on scope of work for their projects. Virginia Beach has 406 pump station service areas. In the area of prioritization, preliminary site conditions done by Virginia Beach, RJN was able to add constructive recommendations to their plan. RJN has an array of technologies available enabling flow metering under various conditions. Virginia Beach has been very pleased with performance, data quality, and their strict flow data guidelines. RJN has done SSES inspections in the past and they performed those inspections well, Virginia Beach was under a consent order and RJN was always very timely and supportive. RJN has not come back to Virginia Beach for change orders or questions of scope of work. RJN has been very timely in their delivery of data."

Virginia Beach also works with RJN's Baltimore office as would the City of Salisbury. The Project Manager that RJN proposes to use for the City of Salisbury's Sewer I/I project, Kevin Chumbley, has worked in the same capacity for Virginia Beach.

Based on the rankings, the Selection Committee believes that RJN Group presented the best team to successfully complete this project due to their clear understanding of the scope of work and successful completion of similar projects.

Therefore, Public Works recommends award of RFP 17-15 to *RJN Group* in the amount of \$ 159,989.00 (*One Hundred and Fifty Nine Thousand, Nine Hundred and Eighty Nine Dollars and Zero Cents*).



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

# City of Salisbury



MARYLAND

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MAYOR

M. THOMAS STEVENSON, JR.  
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Salisbury



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KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

## Council Agenda

June 22, 2015

TO: Mayor and City Council

SUBJECT: Change Order #5 to Contract A-07-14  
Street Improvements – Curb, Gutter & Sidewalk Construction

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to process Change Order #5 in the amount of \$40,200 for Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction. Additional funds have come available to provide for miscellaneous concrete improvements at Parking Lot #12 and along Wilson Street, and to upgrade the handicap ramps located at the Milford Street and South Division Street intersection.

Funds are available in the following accounts:

30100-577032-45001 S. Division St	\$11,000.00
31154-534304 Parking: Streets & Lots	\$ 5,900.00
31000-534304 Streets & Lots	\$23,300.00

The Department of Internal Services, Procurement Division, requests Council's approval for Change Order #5 as noted above to Malone and Phillips, Inc., in the amount of \$40,200.

Sincerely,

Jennifer Miller  
Asst. Director of Internal Services – Procurement and Parking

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

# City of Salisbury



MARYLAND



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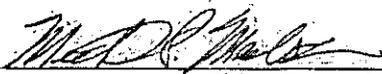
MICHAEL S. MOULDS, P.E.  
DIRECTOR OF PUBLIC WORKS

To: Jennifer Miller, Assistant Director of Internal Services - Procurement Division  
From: Michael S. Moulds, Director of Public Works  
Date: June 4, 2015  
Subject: Change Order No. 5 - Contract No. A-7-14  
P.O. 02150099  
Citywide Concrete Program

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #5, in the amount of \$40,200.00. This contract is a yearly contract and is utilized as funds are made available for requested projects.

Change Order #5 included two work items as noted below with the account numbers. Funds are available in these accounts:

1. To upgrade the handicap ramps located at the Milford Street and South Division Street Intersection.  
30100-577032-45001 Division ..... \$ 11,000.00
2. To provide miscellaneous concrete work at Parking Lot #12.  
31154-534304 Maintenance Streets and Lots ..... \$ 5,900.00
3. To provide miscellaneous concrete improvements along Wilson Street.  
31000-534304 Streets and Lots ..... \$ 23,300.00

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