

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

JANUARY 25, 2016

PUBLIC OFFICIALS PRESENT

*Council President John “Jack” R. Heath
Council Vice President Laura Mitchell
Councilman James Ireton, Jr.*

*Mayor Jacob R. Day
Councilman Muir Boda
Councilwoman April Jackson (left
6:42 p.m.)*

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, Assistant City Administrator Julia Glanz, Public Works Director Mike Moulds, Assistant Director Internal Services – Procurement & Parking Jennifer L. Miller, City Attorney Mark Tilghman, interested citizens and members of the press

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President John “Jack” R. Heath called the meeting to order and invited Pastor Greg Morris from Parkway Church of God to the podium to deliver the invocation. Thereafter, everyone present recited the Pledge of Allegiance.

COMMUNITY ORGANIZATION PRESENTATIONS

- *Salisbury - Wicomico Economic Development, Inc. (SWED)
Dave Ryan, Executive Director of SWED, was invited to the podium and talked about the new website launched by SWED earlier in January 2016. The new site features a video represented by different sectors of the economy including a large manufacturer, an independent entrepreneur, a Salisbury University graduate who plans to stay in Salisbury, and a renovator of an old industrial building in the middle of town. Mr. Ryan played the video for the audience to view.*

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Mitchell moved, Ms. Jackson seconded, and the vote was unanimous to adopt the legislative agenda as presented.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda was unanimously approved on a motion and seconded by Mr. Ireton and Mr. Boda, respectively:

- *December 7, 2015 Work Session minutes*
- *December 14, 2015 Council Meeting minutes*

- *December 7, 2015 Work Session minutes*
- *December 14, 2015 Council Meeting minutes*
- *December 21, 2015 Work Session minutes*
- *Resolution No. 2579 – approving the reappointment of Ronald G Alessi, Sr. to the Salisbury Zoo Commission for term ending December 31, 2018*
- *Resolution No. 2580 – approving the appointment of Bob Lore to the Salisbury Revolving Loan Bankers Review Committee for term ending December 31, 2019*
- *Resolution No. 2581 – approving the appointment of Albert G. Allen III to the Board of Zoning and Appeals for term ending December 31, 2018*
- *Resolution No. 2582 – approving the appointment of Nestor T. Bleech to the Salisbury Revolving Loan Bankers Review Committee for term ending December 31, 2019*
- *Resolution No. 2583 - approving the appointment of Kevin Lindsay to the City Parks and Recreation Committee for term ending December 31, 2018*
- *Resolution No. 2584 - approving the appointment of John A. Foley III to the Central City District Commission for term ending December 31, 2017*
- *Resolution No. 2585 - approving the reappointment of Timothy Meagher to the Mayor’s Council in Support of People with Disabilities for term ending December 31, 2018*
- *Resolution No. 2586 – approving the appointment of Kacey Martin to the Salisbury Sustainability Advisory Committee – Green Team for term ending April 30, 2019*
- *Approving a Manufacturing Exemption Request for RelComm Technologies, Inc. for equipment purchased in 2014 (additional material included)*

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 motion by Mr. Boda and seconded by Ms. Jackson:

• Contract 105-16, Police Patrol Vehicles	\$188, 827.00
• Contract RFP 05-16 Stormwater Management Support	\$ 100,000.00
• Contract RFP 09-14, Change Order #4 Engineering Services for Salisbury Riverwalk Repairs	\$ 18,425.00

RESOLUTION – presented by City Administrator Tom Stevenson

- *Resolution No. 2587 – supporting House Bill entitled “AN ACT CONCERNING TAX – PROPERTY ARTICLE” to give the City of Salisbury certain tax sale powers to combat abandonment and blight in Salisbury*

Mr. Boda moved and Mr. Ireton seconded to approve Resolution No. 2587.

Mrs. Mitchell moved, Mr. Ireton seconded, and the vote was unanimous to strike “by individuals with no intent to repair or properly maintain the property” on Lines 10 and 11, and insert “and not properly repaired or maintained” after the second “purchased” on Line 10.

Resolution No. 2587, as amended, was unanimously passed.

ORDINANCES – presented by City Attorney Mark Tilghman

- *Ordinance No. 2369 - 1st reading - approving a budget amendment of the FY16 General Fund Budget to appropriate insurance proceeds received in FY16 to aid in the purchase of a new vehicle for the Police fleet*

Mrs. Mitchell moved, Mr. Boda seconded and the vote was unanimous (4-0, as Ms. Jackson left the meeting at 6:42 p.m.) to approve Ordinance No. 2369 for first reading.

- *Ordinance No. 2370 - 1st reading - approving an amendment of the FY16 General Fund Budget to appropriate funding for consulting services to evaluate fire services system fees and plans*

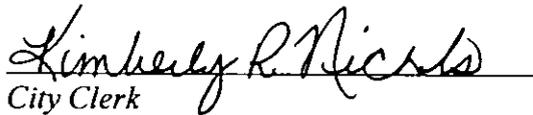
Mrs. Mitchell moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2370 for first reading.

- *Ordinance No. 2371- 1st reading - approving an amendment of the FY16 General Fund budget to appropriate funding for a New Year's Eve event*

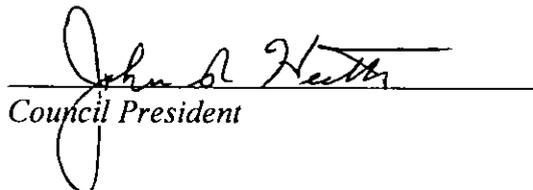
Mrs. Mitchell moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2371 for first reading.

ADJOURNMENT

There being no further business to discuss, President Heath adjourned the Legislative Session at 7:00 p.m.



City Clerk



Council President

City of Salisbury



MARYLAND

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

Salisbury



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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA – Award of Bids

January 25, 2016

- | | |
|--|--------------|
| 1. Contract 105-16
Police Patrol Vehicles | \$188,827.00 |
| 2. Contract RFP 05-16
Stormwater Management Support | \$100,000.00 |
| 3. Contract RFP 09-14
Change Order #4
Engineering Services for Salisbury Riverwalk Repairs | \$ 18,425.00 |

City of Salisbury



MARYLAND

Salisbury



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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

Council Agenda

January 25, 2016

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 105-16
Police Patrol Vehicles

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Police Department to solicit bids for several police vehicles. The contract called for one 2015 or 2016 Chevrolet Tahoe, one 2015 or 2016 Ford Interceptor Utility, and three 2015 or 2016 Chevrolet Caprice Police Patrol Vehicles, all with up-fitting accessories installed.

The Procurement Department followed standard competitive bidding 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 two (2) vendors submitted a bid by the due date and time of December 30, 2015 at 2:30 p.m.:

Item	Hertrich	Delivery ARO	Item	I.G. Burton	Delivery ARO
2016 Tahoe	\$45,997.00	17-22 weeks	2016 Tahoe	\$44,767.00	8-10 weeks
2016 Interceptor	\$37,968.00	14-20 weeks	2015 Interceptor	No bid	N/A
2016 Caprice (#1)	\$33,243.00	30-40 weeks	2015 Caprice (#1)	\$35,055.00	8-10 weeks
2016 Caprice (#2)	\$35,548.00	30-40 weeks	2015 Caprice (#2)	\$37,830.00	8-10 weeks
2016 Caprice (#3)	\$37,304.00	30-40 weeks	2015 Caprice (#3)	\$38,961.00	8-10 weeks
Total Award	\$144,063.00			\$44,764.00	

If approved by Council, awards will be made to the vendor that bid the lowest on each of the vehicles noted above.

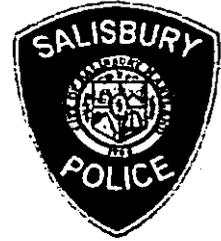
Funds are available in the Salisbury Police Department Vehicles Account, 21021-577025.

The Procurement Department requests Council's approval to award Contract 105-16 Police Patrol Vehicles, to Hertrich Fleet Services in the amount of \$144,063.00, and to I.G. Burton in the amount of \$44,767.00.

Sincerely,

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



JACOB R. DAY
MAYOR
TOM STEVENSON
CITY ADMINISTRATOR

MARYLAND

699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165

BARBARA DUNCAN
CHIEF OF POLICE

TO: Jennifer Miller
Director of Internal Services Parking & Procurement Division

FROM: Maj. Scott Kolb
Salisbury Police Department Administrative Commander

SUBJECT: Police Patrol Vehicles – Bid Award

DATE: January 11, 2016

There were two bids received in reference to Contract 105-16 for the furnishing and delivering of one (1) 2015 or 2016 Chevrolet Tahoe PPV, one (1) 2015 or 2016 Ford Interceptor Utility PPV and three (3) 2015 or 2016 Chevrolet Caprice PPV's.

The Salisbury Police Department recommends awarding the contract for the Chevrolet Tahoe to I.G. Burton as they were the lower bid and able to provide the vehicle in accordance with bid specifications. The Salisbury Police Department recommends awarding the contract for the Ford Interceptor Utility PPV and three Chevy Caprice PPV's to Hertrich as they were the lower bid and able to provide the vehicle in accordance with bid specifications.

	Hertrich	I.G. Burton
2016 Tahoe	\$45,997.00	\$44,767.00
2016 Interceptor	\$37,968.00	No Bid
2016 Caprice (#1)	\$33,243.00	\$35,055.00
2016 Caprice (#2)	\$35,548.00	\$37,830.00
2016 Caprice (#3)	\$37,304.00	\$38,961.00
Total to be Awarded	\$144,063.00	\$44,764.00

Major Scott Kolb
Administrative Commander

City of Salisbury



MARYLAND



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Council Agenda

January 25, 2016

TO: Mayor and City Council

SUBJECT: Award of Bid
RFP 05-16
Stormwater Management Support

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit proposals for RFP 05-16 Stormwater Management Support. This solicitation sought proposals from qualified and experienced firms to provide engineering consulting services to design and administer projects associated with the City of Salisbury's portions of the Wicomico County Phase II Watershed Implementation Plan, and to assist with permit and regulatory compliance.

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 12 vendors submitted a proposal by the due date and time of Tuesday, November 17, 2015 at 2:30 p.m.

The Department of Public Works reviewed both the technical and price proposal from each submittal, and then evaluated each according to the criteria specified in the proposal document, ranked on a scale of 0 (unacceptable) to 4 (superior):

Weighting Factor	Criterion
35%	Expertise, experience, and qualifications of the Consultant Team as related to the Scope of Work, including team member experience, successful related past experience and relevant project references.
25%	Experience working with municipal governments and municipal projects with emphasis on projects similar in scope to the project as described in the proposal documents. Experience working with MS4 permits.
25%	Billable rates for the Consultant Team members.
15%	Performance on all projects within the last five years including, but not limited to: project success, relevance of projects to Scope of Work contained in the proposal documents, ability to meet deadlines, thoroughness and completeness of submittals.

<u>Consultant</u>	<u>Composite Score</u>	<u>Ranking</u>
Brown & Caldwell	3.73	1
KCI Technologies	3.40	2
Whitman, Requardt & Associates	3.32	3
George, Miles & Buhr	3.16	4
McCrone	3.08	5
Center for Watershed Protection	2.99	6
Vista Design, Inc.	2.97	7
EBA Engineering	2.85	8
AB Consultants	2.83	9
A. Morton Thomas	2.82	10
Pennoni	2.69	11
EA Engineering	2.63	12

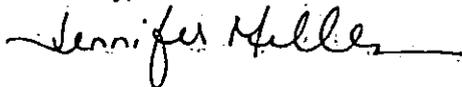
To obtain the most qualified consultants for the various tasks, the solicitation document specified that the City may choose to contract with multiple consultants if it is in the City's best interest to do so. To that end, each of the top four (4) vendors ranked above had a well-conceived, detail-driven project approach that indicated areas of expertise for which the firm would be best suited to undertake the necessary work.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award RFP 05-16 Stormwater Management Support to the following vendors:

- Brown & Caldwell
- KCI Technologies
- Whitman, Requardt & Associates
- George, Miles & Buhr

If the award of this solicitation is approved by City Council, contracts will be issued to these four vendors and purchase orders will be issued on a task-order basis. The Department of Public Works has budgeted \$100,000 for this project in FY16. There are sufficient funds to cover this procurement in account 60850-513020.

Sincerely,



Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



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MAYOR

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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
Date: January 5, 2016
Re: RFP 05-16 Stormwater Support Services

Salisbury Public Works recently advertised a Request for Proposals for Engineering Services for Stormwater projects. The RFP was to solicit qualified consultants to assist with stormwater project planning and design, construction administration and inspection, grant writing, and permit compliance. The work will be funded using revenues from the Stormwater Utility.

The goals and objectives of this project include the following:

1. Assist with tracking and reporting for the City's Municipal Separate Storm Sewer System (MS4) Phase II Permit.
2. Design and manage stormwater projects to assist the City with achieving Watershed Implementation Plan (WIP) goals.
3. Apply for and administer stormwater project grants.

The RFP was structured such that City may choose to contract with multiple consultants if it is in the best interest of the City in order to obtain the most qualified consultants for the various tasks.

Twelve firms submitted proposals to RFP 05-16 Stormwater Support Services on November 17, 2015. Each evaluator on the selection committee ranked the respondents based upon the evaluation criteria established in the RFP. The criteria and weighting factor is shown below:

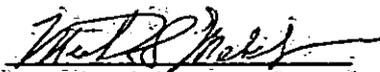
- 35% Expertise, experience, and qualifications of the Consultant Team as related to the Scope of Work, including team member experience, successful related past experience and relevant project references.
- 25% Experience working with municipal governments and municipal projects with emphasis on projects similar in scope to the project as described in the proposal documents. Experience working with MS4 permits.
- 25% Billable rates for the Consultant Team members.
- 15% Performance on all projects within the last five years including, but not limited to: project success, relevance of projects to Scope of Work contained in the proposal documents, ability to meet deadlines, thoroughness and completeness of submittals.

The 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 the composite score shown below.

Consultant	Composite Score	Ranking
Brown & Caldwell	3.73	1
KCI Technologies	3.40	2
Whitman, Requardt & Associates	3.32	3
George, Miles & Buhr	3.16	4
McCrone	3.08	5
Center for Watershed Protection	2.99	6
Vista Design, Inc.	2.97	7
EBA Engineering	2.85	8
AB Consultants	2.83	9
A. Morton Thomas	2.82	10
Pennoni	2.69	11
EA Engineering	2.63	12

The selection committee discussed the qualifications of each Vendor and the anticipated work tasks. Public Works recommends awarding RFP 05-16 to four Vendors: Brown and Caldwell, KCI Technologies, Whitman, Requardt & Associates, and George, Miles & Buhr. Each of these Vendors displayed a clear understanding of the scope of work and has performed similar work successfully for other municipalities.

Purchase Orders will be issued on a task basis to each Vendor. Specific tasks will be selected based on the qualification of the Vendor and their areas of expertise. Funding is provided in the Stormwater Utility account.



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

City of Salisbury



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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda

January 25, 2016

TO: Mayor and City Council

SUBJECT: Change Order #4 to RFP 09-11
Engineering Services for Salisbury Riverwalk Repairs

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #4 in the amount of \$18,425.00 for the above noted solicitation. This Change Order would provide an additional 275 hours for inspection of the tie-back anchors and wales which are being added during Phase 2 of the Riverwalk Improvements.

Funds are available in the following project account:

98108-513020-48015	\$ 6,664.00
98114-513020-48015	\$11,761.00

The Department of Internal Services, Procurement Division, requests Council's approval to process Change Order #4 as noted above to George, Miles & Buhr, LLC., in the amount of \$18,425.00.

Sincerely,

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

City of Salisbury



MARYLAND



JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

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

To: Jennifer Miller, Assistant Director of Internal Services – Procurement
From: Michael Moulds, Director of Public Works
Date: January 11, 2016
Re: RFP 09-11 Riverwalk Improvements Engineering – Change Order No. 4

Through RFP 09-11 Riverwalk Engineering, George, Miles & Buhr, LLC was contracted by the City to provide design, bidding and construction administration services for the Riverwalk repairs. The Riverwalk Improvements Phase 2 are under construction.

Per the attached letter from George, Miles & Buhr dated December 17, 2015, additional inspection hours are needed. The original bid was for part time inspection in the amount of 320 hours. The City has asked GMB to inspect the construction of the helical tie-back anchors and wales, as well as testing of both of these items. The City will inspect the construction of the new Riverwalk sidewalk surface and railings. In order to have enough time to complete the inspection of the anchors and wales, 275 additional inspection hours are needed. GMB is holding the contract bid price of \$67/hour.

Please process Change Order No. 4 in the amount of \$18,425.00. Funds are available in the following accounts:

98108-513020-48015	\$6,664.00
98114-513020-48015	\$11,761.00

Change Order No. 4 also increases the contract duration by 61 days to April 1, 2016, to correspond to when the Riverwalk construction should be complete.

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