



Board of Directors Meeting

View online at: <https://www.youtube.com/watch?v=LHCHWwkY4P0>

November 18, 2021

9:30 a.m.

Agenda

Board Members

Hon. Frederic Smalkin
Chair

Robert L. Witt, II
Secretary

Hon. Robert R. Neall
Treasurer

Nancy K. Kopp
State Treasurer

Shelley L. Heller
Chair, Audit Committee

Marian C. Hwang, Esq.
Chair, HR Committee

Hiram Tanner, Jr., P.E.

Charles Glass Ph.D, P.E.
Executive Director

Call to Order	Frederic Smalkin
Approval of Minutes – October 28, 2021	Frederic Smalkin
Executive Director’s Report	Charles Glass
Agency Activity Report	Managing Directors
Human Resources <ul style="list-style-type: none">Resolution 2021-11-1R Temporary COVID Leave	Jewel White
HR Committee Report <ul style="list-style-type: none">Sexual Harassment Policy	Marian Hwang
BEST Update	Ellen Frketic
Financial Report <ul style="list-style-type: none">Fleet Policy	Hament Patel
Procurement <ul style="list-style-type: none">Procurement Items<ul style="list-style-type: none">Item 1: Montgomery County MRF upgradesItem 2: MDOT SHA HPMS support, Whitney, Bailey, Cox & MagnaniItem 3: Brown Station – UST replacement, Total Enviro. ConceptsItem 4: Sandy Hill Landfill – fence repair, Soella Inc.Item 5: BWI Deicing – Inland TechnologiesNotifications	Hattie Crosby
Legal Report	Sean Coleman
New Business	Frederic Smalkin
Open Discussion	
Adjournment	

Pre-Solicitation Approval

**PROCUREMENTS, CONTRACTS PURCHASE ORDERS,
AMENDMENTS AND CHANGE ORDERS
FOR
BOARD OF DIRECTOR'S APPROVAL**

November 18, 2021

Item: 1

Type: A/E Services over \$200,000

Group & Division: Environmental Operations

MES Contract Number: TBD

Project Name: Montgomery County MRF Upgrades – Engineering Design

Title/Description: Design upgrades and improvements of the existing Materials Recycling Facility (MRF) in Derwood, MD. Upgrades include a new comingled processing system and building expansion.

Procurement Method: A/E shortlist

Advertising Date: October 21, 2021

Estimate: \$480,000.00

Client/Fund Source: Montgomery County/IGA 2-16-4-69 Amendment 5

MBE Goal: TBD

Remarks: The Montgomery County Materials Recovery Facility (MRF) is owned by the County and operated by MES. The MRF commenced operations in 1991 and processes two streams of recyclables: comingled materials, consisting of glass, 1-7 plastics, aluminum, ferrous, bi-metal cans, and aluminum foil, and fiber materials. The processing system uses a single processing line that was updated in around 2002 but has limited capacity and is labor-intensive. The original facility was designed to process 80 tons per day (TPD) but is currently receiving up to 170 TPD. The County wishes to make modifications and upgrades to the MRF to allow for a more efficient dual stream recycling process resulting in a higher throughput, better recovery rates and higher quality commodity. Under this contract, the A/E will design a new comingled processing system to increase throughput up to 200

TPD, increase building storage, improve employee safety, and optimize end product quality and marketability.

Existing MRF



Approval after Solicitation

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Item: 2

Type: A/E Services over \$200,000

Group & Division: Technical and Environmental Services - Geospatial & Engineering Services Division

MES Contract Number: TBD

Project Name: MDOT SHA 2020/2021 Analysis, Extractions, Publication, Local Data Capture, Local Data Conflation and Associated HPMS Support Services – Phase II

Title/Description: Whitney, Baily, Cox, Magnani, LLC will continue the annual process of capturing feedback more efficiently and effectively from its local jurisdictions regarding local roadways reported as being accepted into local maintenance/inventory for each of Maryland counties and municipalities.

Procurement Method: GIS and Associated Services shortlist

Bids/Proposals: NA

Awarded To: Whitney, Bailey, Cox, Magnani, LLC.

Amount: \$455,683.70

Term: Through June 2022

Client/Fund Source: MDOT SHA PO1835 G-1

MBE Goal: 32.9%

Remarks: This work is part of an ongoing effort to support Maryland State Highway Administration related to the Maryland Road Closure application reconfiguration to support Anne Arundel County, and prioritizing and implementing requirements for the One Maryland One Centerline (OMOC) collaborative event editing with Harford County. The MES and WBCM team continue to analyze and research the 2020/21 submitted roadway data, administration, and management of the data visualization in ESRI's ArcGIS Online and integration into MDOT SHA's Open Data Portal.

MDOT Local Government Information Coordination Portal (LOGIC)



to provide local government coordination, program and resource data

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MDOT's Local Government Coordination Portal is MDOT's one-stop shop for the sharing and collaboration of information and data with our local jurisdictional partners throughout all of Maryland.

Local Government Annual Submission



Roadway Inventory

Local government annual submission for the Department of Transportation (Team Lead Access)

[Submit](#)



HPMS Sample Submission

Local government annual submission for the submission of HPMS roadway information (Team Lead Access)

[Submit](#)

Upcoming Milestones and Deadlines

- May 31** MDOT SHA Completes Updates of Local Reported...
<https://www.road.umaryland.gov/mdotshr/updates/>
- Jun 15** MDOT SHA HPMS Submission to TIWA
<https://www.road.umaryland.gov/mdotshr/updates/>
- Sep 1** MDOT SHA Begins Sending Road Improvement Reques...
<https://www.road.umaryland.gov/mdotshr/updates/>

Approval after Solicitation

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Item: 3

Type: Construction over \$200,000

Group & Division: Environmental Operations

MES Contract Number: TBD

Project Name: Brown Station Road Sanitary Landfill Convenience Center UST Replacement

Title/Description: Removal of Underground Used Oil Storage Tank and replacement with Above Ground Used Oil Storage Tank at the Prince George's County Brown Station Road Sanitary Landfill, Convenience Center

Procurement Method: Assisted/Piggyback: Howard County, Office of Purchasing, RFP 19-2018 Environmental Hazard Abatement Services, Contract PA-012-2019

Bids/Proposals: Total Environmental Concepts, LLC was the sole award of Howard County Contract PA-012-2019

Awarded To: Total Environmental Concepts, LLC

Amount: \$250,000.00

Term: 14 Months from NTP

Client/Fund Source: Prince George's County, 3838-1204 FY22 BSRSL CIP

MBE Goal: 15%

Remarks: This project is located at the Brown Station Road Sanitary Landfill (BSRSL) in Upper Marlboro Maryland. The BSRSL operates a used oil and used anti-freeze collection station for citizens to deposit used oil/antifreeze. Existing storage tanks are suspected of leaking and must be replaced with code compliant storage tanks. Under this contract, the vendor will remove the existing UST, procure and install new aboveground tanks, and complete any necessary environmental remediation under MDE oversight.

Figure 1: Existing Convenience Center at BSRSL



Figure 2: Typical UST Removal (stock image)



Figure 3: Example AST Citizen Used Oil Drop Off – Sykesville Maryland



Change Order Approval

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Item: 4

Type: Construction over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-21-4-35-5

Project Name: Sandy Hill Creative Disposal LF – Perimeter Fence Repair

Title/Description: Additional fence repairs due to new tree damage and brush growth discovered during construction activities.

Original Procurement Method: Competitive Sealed Bid.

Contractor: Soella Inc.

Original Term: October 15, 2021

Modified Term: November 30, 2021

Original Amount: \$210,000.00

Modifications to Date: None

Amount of this Change Order #1: \$55,748.77

Revised Total Contract Amount: 265,748.77

Client/Fund Source: 3838-1205 Prince George's County Contract Management Services

MBE Participation: Goal: 2%, Actual achieved to date 2.38%

Remarks: The Sandy Hill Landfill is a closed landfill owned by Prince George's County and located in Bowie, MD. Access to the landfill is controlled through approximately 13,200 linear feet of chain-linked fencing. The original scope included the repair or replacement of approximately 1,600 linear feet of damaged fencing from fallen trees, vegetation removal and clearing along the fence path and repairs to gates. During construction activities, the

County identified the need for additional tree clearing, brush removal, barb wire stretching, gate adjustments, and fence sections not captured in the original scope.



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Item: 5

Type: Services over \$200,000

Group & Division Technical and Environmental Services. Field Operations and Maintenance at BWI

MES Contract Number: 1-22-3-15-5

Project Name: BWI Deicing

Title/Description: Baltimore Washington International Thurgood Marshall Airport Glycol Recovery Vehicle Leasing Contract

Procurement Method: Competitive Sealed Bid

Bids/Proposals: Inland Technologies \$348,000.00

Awarded To: Inland Technologies

Amount: \$348,000.000

Term: Three (3) years Winter months Notice to Proceed- May 1st 2024

Client/Fund Source: MDOT Maryland Aviation Administration/ Approved through the Deicing Task.

MBE Goal: 0%

Remarks: Need to Lease Glycol Recovery vehicles to collect waste Aircraft Deicing Fluid from deicing locations at BWI Airport.

