



**Maryland Stadium Authority
Board of Directors Meeting Minutes
Tuesday, June 6, 2017**

OPEN MEETING

Attendants:

In Person:

Thomas Kelso, Chair
Joseph Bryce**
Leonard Attman

Conference Line:

Manervia Riddick
Jodi Stanalonis*

Absent:

Gary Mangum
Tisha Edwards

MSA Staff:

Michael Frenz	John Samoryk	Kelly Smulovitz
Terry Hasseltine	Vernon Conaway*	Linda Pohuski
David Raith	Gary McGuigan	
Jeff Provenzano	Carmina Perez-Fowler	

Counsel:

Cynthia Hahn
Bruce Benshoof

Other:

Ed Guntz, freelance press
Timothy Barr, Jackson and Tull, P.E.
Ehan Weech, Jackson and Tull, P.E.
Jim Smith, Chief of Strategic Alliances, Baltimore City***

Call to Order:

Mr. Kelso called the meeting to order at 3:02 p.m. and presided over the open and closed meetings.

Approvals:

Minutes:

Mr. Kelso asked for a motion to consider the May 2, 2017 open meeting minutes.

Motion: Mr. Attman
Second: Mr. Bryce

Discussion: None

Mr. Kelso asked for a motion to approve the open meeting minutes.

Motion: Mr. Bryce

Second: Mr. Attman

Unanimous

Note: The May 2, 2017 closed meeting was canceled.

Approvals:

Camden Yards Sports Complex

Presentation by Mr. Hutson

MSA/MTA Memorandum of Agreement (MOA) to Redevelop MTA's Camden Station

Mr. Hutson presented the MOA to manage the redevelopment of the Maryland Transit Administration's Camden Station for light rail on the east side of the Warehouse. The agreement formalizes MSA's relationship and expected role in the project, which was negotiated with MTA and reviewed by the AG's Office. The project will be fully funded by MTA and MSA will be reimbursed for project management costs in accordance with the MOA.

Motion to Consider: Mr. Bryce

Second: Mr. Attman

Discussion: The board will be provided with the proposed drawings and also requested design approval and comment.

Motion to Approve: Mr. Attman

Second: Mr. Bryce

Unanimous

Presentation by Mr. Hutson

Parking Lots Paving and Resurfacing

A recommendation that MSA enter into a contract with CPE, Inc. ("CPE") to perform various repair and repaving services on several of the parking lots at the Camden Yards Sports Complex. CPE submitted the lowest base bid total of \$290,600 for the work. The scope of services includes the striping of the ramp at Oriole Park, resurfacing and underpass paving of F lot, repairs and restriping of the north, east, and south warehouse lots, and paving of lot A annex. The plans and specifications for the project were prepared by RK&K and this project is included in the approved parking lot budget for FY 2017.

Authorization is requested in the amount of \$290,600.00, which amount includes all base bid services. Any additional work must be approved by MSA.

Motion to Consider: Mr. Attman

Second: Mr. Bryce

Discussion: Warranties from original contractors expired several years ago. CPE has



successfully completed other contracts for MSA in the past.

Motion to Approve: Mr. Bryce

Second: Mr. Attman

Unanimous

Presentation by Mr. Provenzano

Sprinkler System Maintenance and Testing - Renewal

Mr. Provenzano made a recommendation that MSA exercise the first renewal option of the above referenced contract with Red Hawk Fire and Security (“Red Hawk”). The renewal term would commence on July 1, 2017 and continue through June 30, 2018. This is the first of two renewal options available to MSA under the contract. Authorization is requested in an amount up to \$85,000.00 to meet the anticipated requirements for the renewal term. Mr. Provenzano provided a detailed memorandum, along with a minor modification to the terms of the agreement to the Board in writing in advance of the meeting.

Motion to Consider: Mr. Bryce

Second: Mr. Attman

Discussion: There was discussion on the value of ongoing maintenance versus a major overhaul. The contract includes a parts markup of 10%.

Motion to Approve: Mr. Bryce

Second: Mr. Attman

Unanimous

Presentation by Mr. Provenzano

Fire Alarm Service and Repairs - First Renewal

The approval recommendation covered fire alarms for Oriole Park at Camden Yards, Camden Station, and Warehouse at Camden Yards. Mr. Provenzano recommended that MSA exercise the first renewal option of the above referenced contract with Tyco Simplex Grinnell (“Simplex”). The renewal term will commence on July 1, 2017 and continue through June 30, 2018. This is the first of two renewal options available to MSA under the contract. In addition to the contract renewal, a contract modification is necessary to add the Warehouse Fire Alarm System to the contract due to the expiration of the original system warranty. The cost for adding the testing and inspection of the Warehouse system is \$15,950.00.

Authorization is requested in an amount up to \$57,000.00 to meet the anticipated requirements for the renewal term.

*****NOTE:** Mr. Smith entered the room during this presentation at 3:22 p.m.

Motion to Consider: Mr. Attman

Second: Mr. Bryce



Discussion: Warranties have expired on the original contract. This is a proprietary system.

Motion to Approve: Mr. Attman

Second: Mr. Bryce

Unanimous

Presentations by Mr. Samoryk

Furniture and Millwork Repairs, Welding and Fabrication Services, General Electric Services (3 presentations combined)

A recommendation to enter into a contract with Second Century Homes, LLC (“SCH”) to provide on-call furniture and millwork maintenance and repair services for the Camden Yards Sports Complex. The proposed term is three (3) years. SCH submitted the lowest bid of the three (3) bids that were received. This was a small business reserve procurement. Bid advertising was outlined for the Board in writing. SCH is a registered small business with the Maryland Department of General Services. Additionally, SCH has committed to achieve a MBE subcontracting goal of five percent (5%).

Authorization is requested in an amount not-to-exceed \$350,000 to meet the anticipated requirements during the term, including a reasonable allowance for materials. This is a time and materials contract. SCH will be compensated only for services performed and shall be reimbursed for materials at cost plus ten percent (10%).

A contract with Maryland Industrial Group, LLC, dba Premo Industrial Contracting (“PIC”) to provide on-call welding and fabrication services for the Camden Yards Sports Complex was recommended. The proposed term is three (3) years. PIC submitted the lowest bid of the three (3) bids that were received (see attached tabulation). This competitive sealed bids procurement was advertised on eMaryland Marketplace and the MSA website. This was a small business reserve procurement.

PIC is a registered small business with the Maryland Department of General Services. Additionally, PIC has committed to achieve a MBE subcontracting goal of ten percent (10%).

Authorization is requested in an amount not-to-exceed \$136,575 to meet the anticipated requirements during the term, including a reasonable allowance for materials. This is a time and materials contract. PIC will be compensated only for services performed and shall be reimbursed for materials at cost plus ten percent (10%).

It is Mr. Samoryk’s recommendation that MSA enter into a contract with Malstrom Electric, Inc. (“Malstrom”) to provide on-call general electrical services for the Camden Yards Sports Complex. The proposed term is three (3) years. Malstrom submitted the lowest responsive bid of the five (5) bids that were received (see attached bid tabulation). This competitive sealed bids procurement was advertised on eMaryland Marketplace and the MSA website. This was a small business reserve procurement.



Malstrom is a registered small business with the Maryland Department of General Services. Additionally, it has committed to achieve a MBE subcontracting goal of twelve percent (12%).

Authorization is requested in an amount not-to-exceed \$600,000.00 to meet the anticipated requirements during the term, including a reasonable allowance for materials. This is a time and materials contract. Malstrom will be compensated only for services performed and shall be reimbursed for materials at cost plus ten percent (10%).

Motion to Consider: Mr. Attman
Second: Mr. Bryce

Discussion: Details were elaborated on MSA's efforts to provide work to small businesses.

Motion to Approve: Mr. Attman
Second: Mr. Bryce
Unanimous

Baltimore City Public Schools Presentation by Ms. Perez-Fowler

John Ruhrah Elementary/Middle School - Architecture/Engineering Services

A recommendation was made to award an A/E professional services contract to Grimm +Parker Architects (Grimm + Parker) in the amount of \$1,641,718.62, to provide planning, design, and construction administration services to the John Ruhrah Elementary/Middle School (Project). If approved, this contract will be submitted for final approval to the Board of Public Works on June 7, 2017.

The procurement was initially advertised as a Request for Qualifications (RFQ) in July 2016. Thirty-two (32) firms were selected to participate in the project pool and thus given the opportunity to receive the project specific Request for Proposals (RFP). The firms were then pre-qualified into specific categories by project cost and type. John Ruhrah Elementary/Middle School is a Category II school, which is a renovation and/or addition to an existing school building expected to cost more than \$30 million.

Written details were submitted to the Board in advance regarding the February 8, 2017 RFP, the process for narrowing the candidate pool, Selection Committee rankings, procurement data sheet, and the financial and technical proposal.

Motion to Consider: Mr. Attman
Second: Mr. Bryce

Discussion: None

Motion to Approve: Mr. Attman
Second: Mr. Bryce
Unanimous



Maryland Stadium Authority

Presentation by Mr. Samoryk - On-Call Market, Economic and Business Consulting and Advisory Services

A recommendation to approve a contract with Crossroads Consulting Services, LLC (“CCS”) to provide on-call market, economic and business consulting and advisory services for the Maryland Stadium Authority. The proposed term of the contract is three (3) years with two (2) options to renew the contract for one (1) year each at the sole discretion of MSA. Approval is requested to authorize funding for this contract in an amount not to exceed \$650,000 during the initial term.

An RFP was advertised on the MSA website and eMaryland Marketplace website. This was a small business reserve procurement. Six technical proposals were received. Three were eliminated from consideration after being deemed not susceptible for award of the contract. The other three firms were deemed best qualified for award of the contract and invited to submit financial proposals, followed by a round of Best and Final Offers. The remaining firms included CCS, Hundert Strategic Partners, Inc. and Victus Advisors, LLC. Technical proposals were evaluated on the following criteria: (1) Offeror Qualifications and Capabilities, including proposed subconsultants; (2) Experience and Qualifications of Proposed Staff; (3) Offeror’s Technical Response to RFP Requirements and Work Plan; and (4) Economic Benefits to the State of Maryland.

CCS received the highest overall technical ranking and submitted the lowest cost proposal (see attached financial proposal tabulation sheet). CCS is the incumbent consultant and has performed very well for MSA throughout the current engagement. CCS is a registered small business with the Maryland Department of General Services.

Motion to Consider: Mr. Bryce
Second: Mr. Attman

Discussion: The Board reviewed parameters of the RFP, past studies done by the successful bidder and the staff’s evaluation of that bidder’s performance. Staff outlined positive results from experience with this consultant.

Motion to Approve: Mr. Bryce
Second: Mr. Attman
Unanimous

Chairman Kelso noted at 3:45 p.m. that Mr. Conaway’s Informational report would be made at this time due to commitments. The Chairman also announced that Vernon Conaway had been named NFL’s 2017 Security Professional of the Year. The Board applauded Mr. Conaway on this achievement.

Mr. Conaway reported that MLB security consultants/personnel are currently performing a security audit at Camden Yards.



*Mr. Conaway exited the meeting at 3:49 p.m.

Warehouse at Camden Yards
Third Floor South Warehouse Renovation Project

Presentation postponed. Date to be determined.

Presentation by Mr. Raith
Capital Projects MSA Resolution and Amendment to the Warehouse Lease - University of Maryland Faculty Physicians

A written resolution was offered to terminate the existing space occupied by MSA Capital Projects Development Group located on the south Warehouse 5th floor and relocate to 17,500 square feet on the 3rd floor of the south Warehouse. Additional information was offered on Baltimore City Public Schools rental rate and space allocation with CPDG.

Mr. Raith also recommended a lease amendment for University of Maryland Faculty Physicians, Inc. who will take additional space on the 5th floor south Warehouse. Written information on specific changes was provided to the Board in advance of the meeting.

Motion to Consider: Mr. Attman
Second: Mr. Bryce

Discussion: None

Motion to Approve: Mr. Attman
Second: Mr. Bryce
Unanimous

Presentation by Mr. Raith
Amendment to the Warehouse Lease - Pennoni Associates, Inc.

Amendments to MSA's lease with Pennoni, Inc. for additional space and lease terms were highlighted to the Board and written information was shared in advance.

NOTE: Mr. Bryce left the room momentarily at 4:05 and returned at 4:05 p.m. during this presentation.

Motion to Consider: Mr. Attman
Second: Ms. Staloni

Discussion: None

Motion to Approve: Mr. Attman
Second: Mr. Bryce
Unanimous

Informational

Executive Director's Report



Board of Directors Meeting Minutes - Tuesday, June 6, 2017

Mr. Frenz reported that the new Public Information Officer had been hired and will begin work before the July Board meeting. The PIO is the former CEO of the Howard County Tourism Council.

Mr. Frenz shared the news of the NFL's award to MSA's Vern Conaway for 2017 Safety and Security Professional of the Year. He also reminded the Board of the upcoming breakfast honoring David Raith as 2017 Best in Finance and of the recent event in Sacramento, CA honoring Terry Hasseltine as Sports Tourism Executive of the Year.

In further updates, Mr. Frenz informed the Board that the Governor's staff has postponed the site visit to MSA facilities, and that he has been invited to a June 8 meeting of the Governor's Cabinet Secretaries.

Additionally, Messrs Frenz, McGuigan, and Tyler will respond with a presentation on June 15, to the request of the House Ways and Means Committee in Annapolis for a briefing on the Pimlico Study, Phase 1.

Report of Small Procurements and Change Orders

Mr. Samoryk reported on:

Two Way Radio Communications Maintenance and Repair Services

Maintenance Planning and Scheduling Training for staff

M&T Bank Sign Replacement

M&T Bank Stadium Replacement of LED Luminaires

Microsoft Office Licenses

Oriole Park Chiller No. 1 Replacement - Contract Modification No. 1

Oriole Park Waterless Urinals

Purchase orders, memoranda, or other documentation was provided in advance to the Board.

Baltimore City Public Schools C.O.R.E. Update

Mr. McGuigan reported on three change orders, small procurements, and contract modifications which were provided to the Board in advance:

Forest Park High School, A/E Services

John Edgar Howard Elementary School, A/E Services

Arundel PK-2, ECDC Weinberg, CM Services

Nine schools are under construction, two year-1 schools will open for the 2017 school year, three year-2 schools are in procurement. There are fourteen schools in various stages of planning. BCS has sent invitations to the Board for an August 23, Ribbon Cutting at Fort Worthington to acknowledge the completion and opening of the two year-1 schools.

Mr. McGuigan reported that of 165 C.O.R.E properties in this phase of MSA's agreement, half have been completed and the remaining half would be complete by the end of summer. Discussions for an additional group of 50 to 70 projects are ongoing.

Leasing Report

Mr. Raith reported that all rents for the month were received and Opti Labs, who was reported as "not paid" last month after their parent company elected to close the lab. has paid their April rent. A chart of accounts was provided.



***Note:** Ms. Stanalonis left the conference line at 4:15 p.m. during this report.

Financial Report

Mr. Raith reported on the budget and provided a Statement of Revenues and Expenses for April in advance of the meeting.

Maryland Sports Monthly and MSA Media Update

Mr. Hasseltine reported on the progress of ongoing work of MSA's Marketing & Communications team and numerous activities of Maryland Sports (MS). Included was the re-evaluation of the Youth & Amateur Sports Grants cut from the FY18 BRFA per new grant guidelines, and the signing of the Maryland Sports Affiliated Foundations Bill by the Governor. The Board was updated on the progress of the a potential event at Fair Hill and a future Breeder's Cup event. Phase 2 of the MSA's new website development is underway with internal editing and review reported among the next steps.

Written reports on activities, MSA supported grants and awards, and bid opportunities since the last Board meeting were provided, as was a media coverage snapshot.

Chairman Kelso thanked the Board for their discussion and consideration and thanked the staff for their presentations. He recognised MSA leadership, noting the achievements in 2017 by awards to Messrs. Hasseltine, Raith, and Conaway.

Chairman Kelso asked for a motion to close the open meeting at 4:25 p.m.

Motion to Approve: Mr. Attman

Second: Mr. Bryce

Unanimous

Chairman Kelso asked for a motion to open the closed meeting at 4:25 p.m.

Motion to Approve: Mr. Bryce

Second: Mr. Attman

Unanimous

During the closed meeting Mr. Hutson provided a status report in order for the Board to consult with Ms. Hahn regarding the Raven's improvements at M&T Bank Stadium.

Ms. Hahn updated the board on pending litigation. Ms. Hahn also provided counsel on an anticipated BCSP project delay reported by Mr. McGuigan. The Board took no formal action in closed meeting.

Chairman Kelso asked for a motion to close the closed meeting at 5:27 p.m.

Motion to Approve: Mr. Attman

Second: Mr. Bryce

Unanimous

Chairman Kelso asked for a motion to open the open meeting at 5:27 p.m.



Motion to Approve: Mr. Bryce
Second: Mr. Attman
Unanimous

Chairman Kelso asked for a motion to adjourn the meeting at 5:27 p.m.

Motion to Approve: Mr. Bryce
Second: Mr. Attman
Unanimous

