**MARYLAND TRANSPORTATION AUTHORITY**

**MONTHLY CAPITAL COMMITTEE MEETING**

**THURSDAY, FEBRUARY 7, 2019**

**PT. BREEZE HEADQUARTERS BUILDING**

**BALTIMORE, MD**

**OPEN SESSION**

**MEMBERS ATTENDING:** William C. Ensor, III – Chairman

 William H. Cox, Jr. – (via telephone) Mario J. Gangemi

W. Lee Gaines

**STAFF ATTENDING:** Kevin Reigrut

 Dan Williams

 James Harkness

 Brian Wolfe

 Robert Michael

 John Warren

 Tekeste Amare

 Kerry Brandt

 Tonya Morant

 John Boden

 Kim Millender, Esquire

 Valencia Hainesworth

 Trudy Edwards

 Ganine Steffe

 Chris Thompson

At 9:07 a.m. the meeting of the Maryland Transportation Authority (MDTA) Capital Committee was called to order by Chairman Ensor.

**APPROVAL – OPEN SESSION MINUTES OF JANUARY 3, 2019**

Upon motion by Member Gangemi and seconded by Member Gaines, the Open Session meeting minutes of the Capital Committee’s Meeting held on January 3, 2019 were unanimously approved.

**CONCURRENCE - CONTRACT NO. KB-2699-0000 – BUILDING RENOVATIONS AT FSK CAMPUS**

Mr. Robert Michael presented this item to request concurrence from the Capital Committee to present this Contract No. KB-2699-0000, Building Renovations at FSK Campus to the MDTA Executive Director for contract execution.

The work to be performed includes the construction work for renovation, HVAC, and electrical upgrades to buildings at the Francis Scott Key Bridge Facility. Work will be performed at Buildings 300 and 304. Work includes, but is not limited to, demolition and new work for HVAC equipment, ductwork, piping, electrical power and lighting, new fire protection system and incoming water service to Building 300 for new wet pipe sprinkler building, replacement of windows, roofing, and carpeting. Work also includes upgrades to the elevator in Building 300, and replacement of floor, plumbing and plumbing fixtures in the ground floor restrooms, and ADA upgrades and plumbing fixture replacements in restrooms on floors 2 and 3 in Building 300. Building 304 will also include ADA upgrades to the Men's Restroom, and creation of a new Women's Restroom within the existing building. The interior wall will also be moved between the locker room and lunchroom. Contractor will also have to perform services to assist the third-party Commissioning Agent in commissioning activities.

There are allowances of $20,000.00 for Industrial Hygienist and $360,000.00 for Miscellaneous Construction Allowance in the Invitation for Bids (IFB) that will only be used if necessary and with prior approval of the Engineer. This project was advertised on June 19, 2018. Five (5) Bids were received on November 20, 2018. The responsive and responsible Bid results were as follows:

 **Variance**

**Contractor Bid Amount To Eng. Est.**

Plano-Coudon, LLC $6,819,009.92 31%

Tech Contracting Co., Inc. $6,929,000.00 34%

Fresh Air Concepts, LLC $7,280,000.00 40%

Homeland Security Construction Corp $7,425,000.00 43%

Edifice, LLC dba Edifice Solutions $7,774,304.00 50%

The Engineers Estimate for this project is $5,188,900.00. Plano-Coudon, LLC (Plano) was the apparent lowest responsive and responsible Bidder. However, this project was deemed a Small Business Preference Procurement (SBP) and in accordance with section CP-4 Small Business Preference of the Invitation for Bids (IFB)), the Maryland Transportation Authority (MDTA) has determined that Tech Contracting Co., Inc. (Tech), a certified Small Business Enterprise (SBE) and apparent second lowest Bidder is within five percent (5%) of Plano’s bid. Accordingly, Tech is therefore recommended for award.

It was noted that the low bid was 34% above the Engineer’s Estimate. Tech Contracting Co. Inc., was the lowest responsive and responsible Bidder and was there recommended for award. An analysis of the bid compared to the Engineer’s Estimate was performed by the Division of Engineering, along with a bid justification, and the bid has submitted by Tech Contracting Co., Inc., was determined to be fair and reasonable. his company has successfully performed similar work locally on prior Maryland Transportation Authority (MDTA) projects. Two (2) protests were received and denied with the concurrence of Legal Counsel. The appeal period has passed (01/16/2019).

This project was advertised with an Overall Minority Business Enterprise (MBE) goal of 28% with sub-goals of 7% for African American-owned firms and 4% for Asian American-owned firms and a 1% Veteran Small Business Enterprise (VSBE) goal. Tech has submitted MBE and VSBE plans that exceed the goals and both have been approved by the Division of Civil Rights and Fair Practices.

Notice-to-Proceed (NTP) for this Contract is anticipated in March 2019. The Contract term is 420 Calendar Days from Notice-To-Proceed for the total project and 365 Calendar Days to complete building 300.

After reviewing and discussing the differences between the Engineer’s Estimate and the bid submitted by the recommended Contractor, the Members unanimously recommended to defer approval of this contract pending concurrence from Secretary Pete K. Rahn prior to the recommended approval from MDTA Executive Director for contract execution.

**OVERVIEW – MDTA HIRING PROCESS**

Mr. John Boden presented the Capital Committee with an overview of MDTA’s hiring process.

The Recruitment & Examinations Unit (REU) develops and conducts recruitment, examination, and selection procedures and processes in accordance with Transportation Service Human Resources System (TSHRS) and MDTA policies and procedures as well as industry standards. The unit handles all aspects of the recruitment process to fill ‘position specific’ generic classifications and MDTA unique classifications for Career Service and Executive Service positions. The unit handles recruitments for Temporary and Contractual personnel as well. REU is also an integral part of the MDTA Police Promotional process which is a year-round endeavor.

Once REU receives a Request for Recruitment (156), a Recruitment Analyst reviews the packet for accuracy, verifies that all required documents have been submitted, and enters the recruitment into the HR Central software for tracking. When the packet is verified as complete and accurate, the packet is reviewed by the REU Manager who will review the questions and benchmarks for validity and will note possible edits and/or changes on the packet. The REU Manager will then assign an analyst to the recruitment who will begin coordinating with the hiring manager regarding the 156 to make any changes necessary. Once the 156 is complete and fully approved by REU, the packet is sent to the Office of Equal Employment Opportunity.

(EEO) for review of the interview panel members and to ensure that the questions do not present any adverse impact.

Once EEO approves the recruitment packet, the hiring manager is notified of the fully approved 156 and provided a tracking number for the recruitment.

If there is no existing list of eligible candidates, the analyst will draft a job announcement for the position. The analyst will ensure that the most pertinent information about the job is clearly identifiable, that the formatting, minimum qualifications, education, and substitutions match the

classification and MDOT standards, and that appropriate selective qualification and supplemental questions are developed to accurately differentiate qualified candidates. Upon completion of the draft job announcement, it will be sent to the REU Manager and hiring manager for further review where edits may be made to further refine the announcement. In addition, depending on the status of the position and other factors, the draft job announcement may be reviewed by TSO, the Deputy Director of HR, and/or the Director of HR.

When the job announcement receives final approval, the position is then posted for a minimum of two weeks in accordance with TSHRS policy. The finalized job announcement is emailed to various distribution lists and all MDTA employees to ensure maximum exposure. The job announcement will also be posted to websites, social media, and other sources recommended by the hiring manager and Recruitment Analyst. While the job announcement is actively posted, the analyst will review the applications as they are received. Depending upon the number of applications received and the complexity of the review, the amount of time to complete the review process can vary greatly. Additionally, some recruitments require a reconsideration period which is determined based upon established guidelines.

Per TSHRS policy, if the recruitment yields more than 25 qualified applicants, an examination is required. The analyst will meet with the hiring manager to conduct a job analysis and create the testing/examination instrument. The analyst will determine the best method of testing based on several factors, including level of detail required, time constraints, number of applicants and minimizing potential adverse impact. Test creation may take anywhere from a few days to several weeks.

Once the above steps have been completed, a list is created that contains the qualified candidates eligible for interview (i.e. eligible list). If the recruitment contains over 25 qualified applicants as specified above, the candidates are banded into categories (Best Qualified, Well Qualified and Qualified) based upon the candidates score and other qualifying factors. If the recruitment contains 25 or less qualified applicants, all candidates will be considered as Meets Qualifications. Typically, the eligible list remains valid for six (6) months with the ability to extend up to one (1) year. hiring managers have the option to invite all candidates in specific categories, invite the entire list or request a specific number of candidates. Within categories, candidates will either be in order by score or by randomly generated placement to ensure fair selection practices. Once the hiring manager advises of their preference, REU will invite the candidates to interview.

Hiring managers can choose to schedule interviews themselves or elect to have REU facilitate scheduling. If the hiring manager chooses to schedule the interviews themselves, REU will provide all the referral contact information, interview roster template, and other necessary material for scheduling. If the hiring manager requests that REU schedules, the hiring manager must provide the desired dates for the interview and provide this information at least two weeks in advance of the first interview. In either case, the same method of contact is used for all the candidates. Prior to the first interview, a deadline date will be set as to the last day a candidate

may schedule an interview. Shortly after the deadline date, REU will forward all necessary interview materials to the hiring manager.

Once interviews are held, the hiring manager will submit the Selection Board Packet (MDTA-168) to REU, which will include the selection board report, panel acknowledgment forms, interview questions with notes, and all other material related to the interview that was held. REU will review the packet for accuracy and/or discrepancies to ensure that the recruitment was held according to the selection plan. Once REU approves the 168, it is then sent to EEO for approval to ensure the recruitment was conducted fairly. Once REU receives the fully executed 168, the analyst will verify that the selectable candidates are currently eligible for hire with the MDTA according to established guidelines. The analyst will then prepare an offer packet for the first/top selectable candidate.

The REU manager will review all of the recruitment materials prior to making an offer to determine if there are any concerns that may impact salary negotiation and other external factors. The REU manager will contact candidate to engage in a conditional offer of employment to include: salary negotiation, physical and/or criminal background verifications and any other factors under consideration by MDTA or the candidate. Salary negotiations are conducted in accordance with TSHRS policy and MDOT established procedures. Once the salary offer is finalized and the terms are agreed upon, a start date is established so that the vacancy may be filled.

As you will note, the hiring process is quite involved. However, we are constantly evaluating our processes to streamline wherever possible. To that end, we instituted the Recruitment Turnaround Checklist to provide hiring managers and REU staff with time frames for the major steps throughout the process. We believe this will ensure accountability on both sides as well as serve as a reminder to hiring managers of the various steps of a recruitment.

**OVERVIEW – MDTA VEHICLE RECOVERY UNIT**

Mr. Warren provided the Members with an overview of the MDTA Vehicle Recovery Unit.

**UPDATE – BAY BRIDGE SUSPENSION SPANS PRESERVATION UPDATES ON THE MAIN CABLE DEHUMIDIFICATION SYSTEM**

Mr. Tekeste Amare provided the Members with the Bay Bridge Suspension Spans Preservation Updates on the Main Cable Dehumidification System.

There being no further business, the meeting of the MDTA Capital Committee was adjourned by general consensus at 10:21 a.m. following a motion by Member Gaines and seconded by Member Gangemi.

The next meeting of the MDTA Capital Committee is scheduled for Thursday,

March 7, 2019 at 9:00 a.m. at Point Breeze Headquarters, 2310 Broening Highway, Baltimore, Maryland.