

**BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
LEGISLATIVE SESSION 2025**

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*Issued: December 20, 2024  
Work Session: None  
Legislative Day No. 1: January 6, 2025*

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*The accompanying notes are compiled from unaudited information provided by the Administration and other sources.*



OFFICE OF THE COUNTY AUDITOR

**BALTIMORE COUNTY COUNCIL**

**January 6, 2025**

**NOTES TO THE AGENDA**

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**AGENDA  
BALTIMORE COUNTY COUNCIL  
LEGISLATIVE SESSION 2025, LEGISLATIVE DAY NO. 1  
JANUARY 6, 2025 6:00 P.M.**

CEB = CURRENT EXPENSE BUDGET  
BY REQ. = AT REQUEST OF COUNTY EXECUTIVE

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**CALL OF BILLS FOR FINAL READING AND VOTE**

**NONE**

**APPROVAL OF FISCAL MATTERS/CONTRACTS**

**DEBRA SHINDLE, CHIEF, PROPERTY MANAGEMENT**

1           1. Contracts – (2) – Commissioning services – County-owned facilities

**MISCELLANEOUS BUSINESS**

**NONE**

**FM-1 (2 Contracts)**

**Council District(s) All**

**Property Management**

**Commissioning Services – County-Owned Facilities**

The Administration is requesting approval of two contracts, with RMF Engineering, Inc. P.C. and Bowman Consulting Group Ltd., to provide commissioning services for various County-owned facilities (to ensure systems and components are designed, installed, and operated as intended). Each contract commences upon Council approval, continues through February 7, 2025 (RMF Engineering, Inc. P.C.) or March 7, 2025 (Bowman Consulting Group LTD.), and will renew automatically for two additional 1-year periods with the option to extend the term an additional 90 days. The contracts provide that compensation may not exceed the amount appropriated for these services for the entire contract term. Property Management advised that estimated compensation for both contractors combined totals \$307,895 for the entire approximate 2-year and 5-month term, including the renewal and extension periods. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Combined Total Compensation</b>	<b>Notes</b>
<b>County</b> <sup>(1)</sup>	\$ 307,895	<sup>(1)</sup> Capital Projects Fund. <sup>(2)</sup> Estimate for the entire approximate 2-year and 5-month term.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 307,895</u> <sup>(2)</sup>	

**Analysis**

The contractors will provide commissioning authority services for both new construction and renovations of existing Baltimore County facilities in accordance with current American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) guidelines/standards. Property Management advised that the goals of the commissioning process are to assist the

County in defining performance-based project requirements; provide safe and healthy facilities; improve energy performance and minimize consumption; reduce operating costs; and ensure adequate County staff orientation and training to improve facility system documentation.

Property Management advised that potential facilities to be serviced include County office buildings, libraries, community recreation centers, police stations, fire stations, health centers, the Detention Center, automotive maintenance facilities, warehouses, animal shelters, and swimming pools. Systems and assemblies for commissioning include HVAC, plumbing, electrical, lighting, fire prevention, life safety, central building automation, communication, security, and emergency power systems. Property Management advised that, for projects seeking Leadership in Energy and Environmental Design (LEED) certification, commissioning services will follow guidelines for the appropriate LEED credits. Property Management further advised that specifically, the contractors will document project requirements and will verify and document compliance with these criteria throughout project design, construction, start-up, and the initial period of operation. In addition, the contractors will verify that the construction contractors provide complete operation and maintenance manuals, as well as training on system operations, to the building operators to ensure that the buildings continue to operate as intended.

Hourly labor rates range from \$79.57 to \$169.74 during the initial term, \$81.95 to \$174.84 during the first renewal term, and \$84.41 to \$180.08 during the second renewal term, depending on the contractor and staff/skill level (e.g., project manager, commissioning technician). Property Management advised that it will distribute work by requesting proposals for services and selecting the lower bidder; in the event that one contractor is not available for a task, the other will be utilized.

Each contract commences upon Council approval, continues through February 7, 2025 (RMF Engineering, Inc., P.C.) or March 7, 2025 (Bowman Consulting Group Ltd.), and will renew automatically for two additional 1-year periods with the option to extend the term an additional 90 days on the same terms and conditions, unless the County provides notice of non-renewal. The contracts provide that compensation may not exceed the amount appropriated for these services for the entire contract term. Property Management advised that estimated compensation for both contractors combined totals \$307,895 for the entire approximate 2-year and 5-month term, including the renewal and extension periods. The County may terminate the agreements by providing 30 days prior written notice.

The County awarded the contracts as a cooperative procurement of existing competitively-bid 5-year Carroll County, Maryland agreements that commenced February 8, 2022 (RMF Engineering, Inc. P.C.) and March 8, 2022 (Bowman Consulting Group Ltd.). Property Management advised there is no M/WBE participation requirement.

On September 3, 2019, the Council approved a similar approximate 5-year and 5½-month contract with Setty & Associates International, PLLC, which was effective June 1, 2019. The County's financial system indicates that as of December 3, 2024, the County expended/encumbered \$394,695 under this contract.

The County's financial system indicates that as of December 4, 2024, the County has one other contract with RMF Engineering, Inc. and one other contract with Bowman Consulting Group Ltd.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

## **Executive Summary**

The Administration is requesting the approval of contracts with RMF Engineering and Bowman Consulting Group LTD, to provide commissioning authority services of various Baltimore County facilities. The goals of the commissioning process are to assist the County in defining performance-based project requirements, provide safe and healthy facilities, to improve energy performance and minimize consumption, to reduce operating costs, and to ensure adequate County staff orientation and training to improve facility system documentation. The Contractors shall provide commissioning services for both new construction and existing facility renovation for properties throughout the County.

The Commissioning Process includes specific tasks during each phase in order to verify the design, construction and training meets the County's project requirements. These phases shall include:

- Design Phase
- Construction Phase
- Post-Construction Phase

Prepared by: Property Management