

**Authority Meeting Minutes
371st Meeting (via Conference Call)
October 3, 2023 at 12 p.m.**

Members Present: Joseph J. Siemek
Rhody Holthaus
Willie Wainer
Phil Harris
Mark DeLuca
D'Andrea Walker
Cliff Engle

Other Participants: Tim Ford (Maryland Environmental Service (“MES”)
Craig Jeter (Baltimore City)
Andrew Kays (NMWDA)
Kim Gordon (NMWDA)
John Schott (NMWDA)
Diana Reighart (NMWDA)

Public access via livestream at the following link:

<https://youtube.com/live/TTm5Hkaw5d8?feature=share>. *This stream was turned on at 12:04 p.m. local time.*

Board Chairman, Joseph Siemek opened the meeting at 12:04 p.m. local time after confirming the presence of a quorum. Mr. Siemek noted that the instructions for the public to view the meeting were provided in advance and that there were no plans for any portion of the meeting to be held in closed session. Mr. Siemek requested that Members identify themselves when speaking and confirmed the presence of a quorum.

Mr. Siemek noted consideration of the minutes of the previous Board Meeting on June 13, 2023, and that such minutes were approved and posted on the Authority website.

410.333.2730 / 410.333.2721 fax / authority@nmwda.org
nmwda.org / Business-to-Business Recycling: mdrecycles.org
Tower II – Suite 402, 100 S. Charles Street, Baltimore, MD 21201-2705

Comprehensive Waste Management Through Recycling, Reuse, Resource Recovery and Landfill

MEMBERS:

Rhody R. Holthaus, Anne Arundel County / Vacant, Baltimore City / D'Andrea L. Walker, Baltimore County / Clifford J. Engle, Carroll County
Phillip S. Harris, Frederick County / Joseph J. Siemek, Harford County / Mark A. DeLuca, Howard County / Guillermo Wainer, Montgomery County
Charles Glass, Maryland Environmental Service / Andrew Kays, Executive Director



ACTION ITEM NO. 2023-4-1 – Award of Authority Communications Services Contract

A motion was made by Rhody Holthaus and seconded by D’Andrea Walker to approve this item.

Andrew Kays introduced Kim Gordon, John Schott and Diana Reighart, Authority staff members who were present in the room. Mr. Kays noted that Diana Reighart managed the project for Action Item 2023-4-1. Mr. Kays also noted that Craig Jeter, Bureau Head, Solid Waste for Baltimore City, and Tim Ford, with MES, were present online. Mr. Kays explained that the Authority requires ongoing assistance with the publication of its quarterly newsletter, WasteWatch, publication of its annual report letter, updates to print materials and websites, and assistance with other communications initiatives. In addition, the Authority requires assistance in the development of public outreach programs in connection with its regional recycling work and assistance with communications projects for its Member Jurisdictions.

Mr. Kays explained that the Authority worked with its Members to establish a Request for Proposals (“RFP”) for Marketing, Public Education and Communication Services (the “Communications Services”). The RFP was issued on July 13, 2023 through the eMaryland Marketplace Advantage (eMMA), a public portal, the Authority’s Procurement page of its website, and emails to identified communications vendors. A total of 21 firms returned their Contact Information by July 20, 2023. The Authority issued Addendum No. 1 the RFP on August 1, 2023 (note that the date was miscommunicated as July 20, 2023 during the livestream). Addendum No. 1 was also posted on the Authority’s Procurement page of its website.

Proposals were received by August 24, 2023 from the following five firms (in alphabetical order): Figmints LLC (“Figmints”), GAVIN, Phoenix Lifestyle Marketing Group (“Phoenix”), Pinnacle Communications (“Pinnacle”), and TIBA, LLC (“TIBA”). An additional proposal was received; however, such proposal did not satisfy all of the mandatory requirements of the RFP and was deemed non-responsive.

Mr. Kays noted that the five proposals were reviewed by Authority staff members Diana Reighart, Kim Gordon, and Sarah Tutko in addition to Rachel Scott (Anne Arundel County), Lowell Melser and Audrey Bagby (Baltimore County), Richard Keller (Baltimore County), and Alan Wilcom (Howard County). Project Analyst/Planner, Diana Reighart, compiled the attached averaged scoring spreadsheet. The balance of the recommendations, as well as the scoring are made available to the public. Pinnacle Communications had the highest overall score and is the incumbent contractor.

The Evaluation Committee recommends and is seeking Board approval for the Executive Director to enter into a contract (substantially in the form provided to the Board and made publicly available on the Authority’s website) with Pinnacle Communications to provide marketing, public education, and communications services.

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Communications Proposal Evaluation							
Evaluation of Submissions and Recommendation for Request for Proposals							
Evaluation Criteria from Section 4.4 of the RFP:	Evaluation Criteria	Maximum Points	Average Scores				
			TIBA LLC	Pinnacle	GAVIN	Phoenix	Figmint
1) Response to the scope of services in a comprehensive manner, including a realistic project schedule for publication of quarterly e-newsletter, and examples of work products and evidence of positive results, if available. (10%)	1	10	7	10	9	9	8
2) Experience and qualifications of the firm and key personnel. Specifically looking for experience with software currently used by the Authority for its brochure and websites, namely WordPress, Microsoft Office 365, and Adobe Creative Suite; in addition to experience with the services set forth in Section 3.2 of this RFP. Preference for key individuals that are local and benefit to Maryland economy. (25%)	2	25	16	25	23	23	16
3) Price or Cost Effectiveness. (15%)	3	15	10	13	12	10	5
4) Evaluation of the editing of the draft newsletter article. (10%)	4	10	7	8	7	8	8
5) Public education campaign proposal outline. (10%)	5	10	8	10	10	9	7
6) Social media presentation outline (10%)	6	10	8	9	9	8	6
7) Experience with waste disposal, recycling or related energy and environmental issues. (10%)	7	10	5	10	10	9	4
8) References (10%)	8	10	7	10	10	10	7
			68	95	90	86	61

Joseph Siemek asked if there were any questions or matters for discussion.

There being none, a vote was taken, and the item was unanimously approved.

ACTION ITEM NO. 2023-4-2 – Budget Amendments

A motion was made by Willie Wainer and seconded by Cliff Engle to approve this item.

Source of Funding as noted:

Andrew Kays explained the request for the Authority’s budget amendments and the applicable source of funding as noted:

Montgomery County will pay the Authority via purchase orders, as and when approved by the County.

(1) Montgomery County General Account: Staff requests an increase to the account in the amount of \$600,000 for work in connection with the scale project and structural analysis at the Transfer Station, and in support of Action Item 2023-4-3, subsection (1).

(2) Montgomery County Resource Recovery Facility Account: Staff requests an increase to the account in the amount of \$570,000 in connection with the water intake relocation project effort, and in support of Action Item 2023-4-3, subsections (3) and (4).

Howard County will pay the Authority via purchase orders, as and when approved by the County.

(3) Howard County General Account: \$125,000 increase for updates to the 10-year Solid Waste Management Plan as required by regulation.

Harford County will pay the Authority via purchase orders, as and when approved by the County.

(4) Harford County General Account: \$100,000 increase for updates to the 10-year Solid Waste Management Plan as required by regulation.

(5) Harford County WTE Project Management General Account: \$250,000 is being added in anticipation of the start of certain design related efforts for Phase III of the Harford County Waste to Energy Facility demolition and in support of Action Item 2023-4-3, subsection (1).

(6) Baltimore County Landfill Account: \$80,000 (to be paid by Baltimore County via a purchase order) is being added in anticipation of the start of a new methane rule compliance support services project for the County's Eastern Sanitary Landfill, per the initial proposal from SCS Engineers and anticipated budget revisions for a final proposal and in support of Action Item 2023-4-3, subsection (1).

Joseph Siemek asked if there were any questions or matters for discussion.

There being none, a vote was taken, and the item was unanimously approved.

ACTION ITEM NO. 2023-4-3 – On-Call Contract Amendments

A motion was made by Cliff Engle and seconded by Rhody Holthaus to approve this item.

Andrew Kays explained that amendments were needed for on-call contracts, in support of work set forth in Action Item 2023-4-2 and other work, as follows:

1. SCS Engineers – A total increase in the amount of \$1,200,000 is needed for the SCS on-call contract.

i. Montgomery County will issue a Purchase Order (PO) under a Task Order with the Authority to provide for the funds for this effort. Montgomery County continues to utilize SCS in connection with additional efforts concerning the scale project at the Transfer Station, requiring an increase in the amount of \$600,000.

ii. Additionally, Howard County is utilizing SCS for Landfill Gas reporting work, requiring an increase in the amount of \$40,000, under a County PO.

iii. \$250,000 is being added in anticipation of the start of certain design related efforts for Phase III of the Harford County Waste to Energy Facility demolition. Mr. Kays again noted that the work is anticipatory and not a guarantee of work. Work will proceed with an approved scope and County PO.

iv. Baltimore County will issue a Purchase Order under a Task Order with the Authority to provide for the funds for this effort. \$80,000 is being added for anticipatory work related to compliance support services for the County's Eastern Sanitary Landfill.

v. Given the new regulations concerning landfill gas reporting, \$230,000 is being added broadly as additional work is anticipated for Member Jurisdictions regarding such LFG reporting work, as well as other efforts.

2. Geosyntec Consultants – A total increase in the amount of \$401,000 is needed for the Geosyntec on-call contract.

i. The Baltimore City OSHA Compliance Memorandum of Understanding will be the source of funding for this effort. Baltimore City is utilizing Geosyntec for Master Planning Services and related tasks in connection with the renovations for the Western (Reedbird) Sanitation Yard. An increase in the amount of \$151,000 is needed for the Geosyntec contract for this effort.

ii. An additional \$250,000 is needed for the Geosyntec contract for anticipated work for other projects on behalf of the Member Jurisdictions. The applicable jurisdiction will provide a purchase order to fund the work.

Mr. Kays explained that the next items (3 and 4) were in anticipation of a final decision from Montgomery County.

3. HDR Engineering, Inc. - Montgomery County will provide a Purchase Order under a Task Order as the source of funding for this effort. The County is considering utilizing HDR for the water intake relocation project at the Resource Recovery Facility. An increase in the amount of \$570,000 is needed for the HDR contract to fund the project.

4. Barton & Loguidice, Inc. (B&L) - Montgomery County will provide a Purchase Order under a Task Order as the source of funding for this effort. The County also is considering utilizing B&L for the water intake relocation project at the Resource Recovery Facility. An increase in the amount of \$300,000 is needed for the B&L contract to fund the project.

Mr. Kays noted that one of the two firms (HDR or B&L) will be selected for the above-referenced work. However, with various other projects anticipated for the Members, it is anticipated that the requested budgets will be utilized (under a purchase order).

Mr. Kays requested increases for the above-referenced contracts in the amounts as set forth above.

Joseph Siemek asked if there were any other questions or matters for discussion. There being none, a vote was taken, and the item was unanimously approved.

Joseph Siemek thanked Mr. Kays and asked if there were any additional matters for discussion. There being no additional comments or discussion items, the meeting adjourned at 12:16 p.m.

TRUE TEST COPY

A handwritten signature in black ink, appearing to read 'AK', written over a horizontal line.

Andrew Kays, Executive Director