

AMERICAN RESCUE PLAN (ARP) ACT PROJECT FUNDING

Thank you for your interest in American Rescue Plan (ARP) Act funding for your project. If you have not already done so, please review the proposal instructions at arp.baltimorecity.gov for more complete and detailed information on the application process.

Project proposals should be concise and demonstrate that project is feasible, sustainable, and conforms with ARP eligibility requirements. Each section of the proposal is required to be completed. Incomplete proposals will not be evaluated.

The project proposal minimum funding amount is \$250,000; requests less than the minimum will not be evaluated. Proposals are accepted on a rolling basis. You can save your progress and return to your proposal at a later date. Applicants will be notified of their proposal's status via email.

Instructions: Please complete the form below in its entirety. Unless otherwise specified with the label "Optional," all questions are required.

Project Area Information

Which service area does your project fall into? Please only select ONE.

- ☒ 802: Administration
☐ 803: Enterprise Innovation & Application Services
☐ 804: 311 Call Center
☐ 805: Enterprise IT Delivery Services

Contact Information

Please provide contact information for the Primary and Secondary point of contact for this project.

	Primary Contact	Secondary Contact
First Name	Steve	Tavon
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Address		
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Project Information

Project Name: DOT Towing: Rebuild, Improve, Modernize (RIM)

Please describe your project here. Include any key benefits you expect for your agency, citizens, and the City of Baltimore. (1000-character limit, roughly 150 words)

The Tow Division located at 6700 Pulaski Highway has a long-standing history of health and safety concerns (e.g. inadequate building ventilation, unsafe walkways, floodplain elevation EPA code violation, etc.). The goal of this project is to address the long-term health and safety facility issues and provide reasonable and conducive workspace for employees that meet ADA, CDC, and OASHA criteria. Because of the aforementioned facility concerns, Bureau of Risk Management has flagged the facility, which jeopardizes the continuation of the towing program. DOT's Tow Division is a

critical City function that supports parking enforcement, police investigations, and abandoned vehicles. The existing site/facility is non-compliant in accordance with the EPA floodplain regulations and does not support adequate workspace, safeguarding of information (Md. State Govt. Code §§ 10-1301 to -1308), or social distancing.

How does this project respond to or mitigate the public health emergency with respect to the COVID-19 pandemic or its negative economic impacts? *(1000-character limit, roughly 150 words)*

The existing Tow Administrative Facility is currently not operational to serve the public (i.e. those attempting to retrieve their vehicles) because the building has been condemned due to bird fecal contamination. Additionally, the lobby is inadequately ventilated, the facility does not support social distancing and has unsafe walkways. The Tow Division is currently releasing vehicles by appointment only and staff is required to serve customers from a van rather than a building. This method of interacting with the customer is counterproductive to safety protocols implemented to minimize close and direct contact with customers to mitigate the spread of COVID-19. Additionally, tow personnel are dispersed at multiple sites to accommodate the social distancing requirements that the existing facility cannot provide. A new facility will serve the existing and future needs of the Towing Program while creating a safe and healthy working environment for employees and decreasing the transfer of contagions and prevent the spread of COVID-19.

Which Mayoral Priority Outcome does the project fall under? Please only select ONE.

- ☐ Prioritizing Our Youth
- ☐ Building Public Safety
- ☐ Equitable Neighborhood Development
- ☐ Clean & Healthy Communities
- ☒ Responsible Stewardship of City Resources

Does the project remedy a direct or indirect effect of the public health emergency? *Direct effects are linked solely to the COVID-19 pandemic, which is the issue's only cause. Indirect effects are linked to the COVID-19 pandemic through direct effects, could occur due to other reasons, or have more than one cause of which the COVID-19 pandemic is one.*

- ☒ Direct
- ☐ Indirect

- If you selected Indirect, please describe the evidence (print article, peer-reviewed research, internal data, etc.) linking this indirect remedy to the public health emergency.

[Click or tap here to enter text.](#)

Implementation Plan

If this project is funded, does the organization have the capacity to implement the project with existing resources? Would the organization require additional staff, technology or other physical, social, or organizational resources for this project to succeed? Please describe. *(3000-character limit, roughly 500 words)*

DOT does not have capital funding to support this project. Complete reconstruction of the Tow Yard to comply with EPA standards is a long-term solution that requires raising the existing grade 7 – 9 ft and other logistical activities to support the new elevation. This proposal seeks to increase program efficiencies and decrease the health and safety liabilities by addressing long-term management of contaminated environmental media that may exist within the impound lot (former landfill). Long-term stewardship generally includes the establishment and maintenance of physical and legal controls, implementation entities, authorities, accountability mechanisms, information and data management systems, and resources that are necessary to ensure that the site that protects and preserves human health and the environment. Pending results of the long-term environmental analyses and subsequent site development activities, the project seeks to furnish several, code compliant, modular facilities to house towing staff until the long-term plan is fulfilled. The tow yard consists of a main building and several existing trailers within the impound lot. To accomplish the project, the City

will need to procure the services of a modular building manufacturer, engineers (environmental, civil, structural), and Fuel Oxygenate Treatment experts.

Describe the project timeline including key dates. Please also include whether or not this project will be phased out at the conclusion of the public health emergency. (2000-character limit, roughly 300 words)

The timeline for the RIM Project is as follows:

Long-Term Stewardship Services (LTS) in accordance to 310 CMR 40.0800

Phase I Initial Site Investigation Report – **4 weeks**

If response actions are necessary to assess the disposal site and/or evaluate and implement Comprehensive Remedial Actions to achieve a Permanent or Temporary Solution, the subsequent phases of Comprehensive Response Actions are as follows: **Timeline TBD**

- (a) Phase II - Comprehensive Site Assessment;
- (b) Phase III - Identification and Selection of Comprehensive Remedial Action Alternatives;
- (c) Phase IV - Implementation of the Selected Remedial Action Alternative; and
- (d) Phase V - Operation, Maintenance and/or Monitoring

LTS Activities (i.e. physical and legal controls to prevent inappropriate exposure to contamination left in place at a Site designed to monitor and prevent or limit exposure to the contamination). **Timeline TBD**

Technology

Air Sparging

Bioremediation

Soil Vapor Extraction

Engineered physical barriers or structures

Liner or cover

Leachate Management System

Flood Plain Mitigation – **Timeline TBD**

Procurement of modular complex/trailer vender by Sole Source or Competitive Bid – **2 to 6 months**

Site planning and evaluation, utility prep, ground work – **1 to 2 months**

Leasing or Purchasing determination – **1 week**

Mobile Office/Modular Complex Factory Build – **12 weeks**

Mobile Office/Modular Complex On-Site Install – **5 weeks**

Purchase/Lease of Office Furniture and Equipment - **4 weeks**

The public health emergency has highlighted and exacerbated the non-compliances of the Tow Facilities (flood mitigation needs, site sustainability, inadequate office space allowing for social distancing; improper ventilation and spacing for public use; extreme sharing/exchange of physical documentation amongst staff fostering the spread of COVID). However, the residual effect of this project will far exceed the pandemic by allowing the Tow Program to realize health/safety compliances and efficiencies in perpetuity.

Describe the risks or challenges for the successful implementation of this project. (2000-character limit, roughly 300 words)

Preliminary Site Investigations to determine contaminant exposure levels is critical and the results will determine the magnitude of the site remediation. In the regulatory floodplain, manufactured structures (including trailers) must be elevated above the flood plain elevation (FPE) and anchored as required by applicable State and Federal laws. The impound lot exists atop a landfill that may present non-compact, subgrade materials that are inadequate for acceptable anchoring. This could require extensive engineered foundation construction with unforeseen costs.

Phased construction and a new footprint for the modular concept requires impound space that may be difficult to relinquish once full tow operations resume. The intake rate may exceed the rate of vehicle relinquishing, auctioning, and/or demolishing resulting in a higher demand for storage space.

The requested amount provided by the award of this proposal may be depleted if the short-term solution extends beyond 5 years. This could result in sustained expenses for leasing or maintenance; ultimately, lowering the program budget.

How will this project incorporate and advance equity? (2000-character limit, roughly 300 words)

The conditions in which employees are required to work given the inhabitable administration building at this location creates an inequitable environment among City employees. Updating the facilities at this location will create a more equitable working environment among employees.

Evaluation

Describe what success means in the context of this project. How will outcomes change over time due to its implementation? (e.g. "reduce the number of invoices paid late") (1000-character limit, roughly 150 words)

Long-Term Stewardship monitoring would prevent inappropriate exposure to contamination to City Staff and the public. Flood mitigation efforts will bring the facility into compliance with EPA standards, reduce environmental pollution, and reduce the City/Department's liability. A new facility will provide a larger public lobby that can accommodate better customer service and program efficiencies, increase performance matrix tracking, eliminate constricted egress during emergencies. Additionally, the new facility would recusal of a paper dependent program due to limited MVA user privileges and BCIT 3270 access limitations. All interacting staff members will be able to be housed in a single office fostering better supervision, accessibility to customers, and cross training.

Define 3-5 potential performance measures for this project. Each performance measure should include the source of your data and ability to access and report on that data. Performance measures are outputs, outcomes, or other indicators the project administration team can use to understand and quantify the success of your project over time. (e.g. "percent of invoices paid within 30 days")

Performance Measure #1: Increased revenue

Performance Measure #2: Servicing more people to retrieve their vehicles (40% decrease since 2018).

Performance Measure #3: Increased Hiring and Attrition or Increase in average revenue generated per vehicle auctioned (Score Card Indicator)

Performance Measure #4 (Optional): Increase in revenue generated per \$ spent annually from vehicles auctioned (Score Card Indicator)

Performance Measure #5 (Optional): Reduction in average wait time for customers vehicle retrieval (Score Card Indicator)

Financial Information

List all expenses associated with the project (salaries, contracts, materials, equipment, grants, etc.). Provide a brief description of the expense and indicate if it is one-time or recurring. Enter each expense on a new line starting with the dollar value. (1000-character limit, roughly 150 words)

Phase I Initial Site Investigation Report - **\$30K**

Selected Remedial Action (if necessary) – approx. \$10 per square foot treated (p. 11, *Cost of In Situ Treatment*) **TBD**

Flood Plain Mitigation Civil Site Work (19 Acres or 827,640 sf)	= \$4,144,322
Flood Plain Elev. Req. – 5.2 ft above grade	
Fill - \$26 per cubic yard x 159,397 cy	

The following Modular Unit Installation costs are based on preliminary estimates (average of three vendors) of two structures to accommodate 40 persons (min.):

- Cost: \$67k + \$140k one-time charge (12-month lease)/**\$420,640** Purchase Price - Mobile Office/Modular Complex
- Cost: **\$100k** - Walkways, Bathrooms, foundation, utility connections
- Cost: **\$70k** - Furniture

Describe the impact this project will have on the operating budget - revenue and expenditures. If there is no impact, explain why. (1000-character limit, roughly 150 words)

There may, only, be a slight increase to the utility costs associated with the new facility. All other modifications will decrease operating expenditures yet increase revenue.

Total Amount Requested: \$5,956,202 (includes 25% contingency) (Does not include remedial action cost)

Additional Information

Please include any additional information you would like to include in your proposal not mentioned in the previous sections. (Optional) (3000-character limit, roughly 500 words)

Click or tap here to enter text.

Additional Information Section:

The Towing Division facilitates the collection of parking and fines revenue. As a result of the pandemic, collection dropped 48 percent from FY 2019 (\$9,832,045.96) to FY 2021 (\$5,147,994). This project will help the towing division obtain normal productivity levels, and it will facilitate in creating a new normal that will increase the ability to exceed revenue collections.

If there are any files or images you would like to share as part of this application, upload your content here. Please only share files that are relevant and add additional value to your proposal. Non-pertinent or excessive content will not be evaluated. (Optional)

I think photos of the site should be included.