

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, September 24, 2012 at **5:00** p.m. in the **Administrative Conference Room**, Lewiston City Hall.

1. Call meeting to order.
2. Review minutes of previous meeting dated September 10, 2012.
3. Recommendation from the Purchasing Director regarding award of Bid 2012-052 on the Demolition of 122 Pierce Street.
4. Recommendation from the Purchasing Director to ratify Change Order #2 to the contract with Gendron & Gendron on the Oak Street Sewer Separation Project.
5. Recommendation from the Purchasing Director regarding appraisal services on the Riverside Greenway.
6. Recommendation from the Purchasing Director regarding Change Order #1 to the contract with Dimatteo Construction on the Social Services Suite Renovations.
7. Recommendation from the Purchasing Director regarding Change Order #1 to the contract with H. E. Callahan on the Armory Elevator Enclosure Project.
8. Other Business
9. Adjourn

FINANCE COMMITTEE LEWISTON, MAINE

Minutes of September 10, 2012

PRESENT: Michael Marcotte, Paul Robinson, Councilor Mark Cayer and Councilor Doreen Christ. Stavros Mendros arrived at 5:22 p.m.

OTHERS PRESENT: Timothy Earle, MIS Director; Kevin Gagne, Deputy Director Public Works; Phil Brienza, Fleet Operations Manager; Heather Hunter, Finance Director; and Norman Beauparlant Director of Budget/Purchasing.

Meeting was called to order at 5:04 p.m. by the Clerk. Mr. Marcotte was elected Chairman Pro-Tem.

On motion of Mr. Cayer, seconded by Mr. Robinson it was

VOTED:

(089-2012) To approve the minutes of the previous meeting dated August 20, 2012 to accept and place them on file as presented by the Clerk.

VOTE: 4-0

On recommendation of the Purchasing Director and on motion of Mr. Cayer, seconded by Ms. Christ it was

VOTED:

(090-2012) To award Bid 2012-047 for two (2) UPS units (Uninterrupted Power Supply) to Electrical Systems of Maine, Auburn, Maine, low bidder at their bid price of \$56,100 to furnish and install two 30 KVA UPS units, one at City Hall and one at the Public Works Facility.

VOTE: 4-0

At this time, the Purchasing Director presented Bid 2012-036 for various pick up trucks for the Public Works Department. The Purchasing Director explained that the bid specifications called for two (2) ½ ton pick ups and one (1) ¾ ton pick up. He further explained that a third ½ ton pick up was being recommended due in part to the favorable bids received and more importantly, because the pick up being used by the City Safety Coordinator will require significant work to pass inspection. The Purchasing Director explained that the unit had been requested in previous budgets but postponed.

FINANCE COMMITTEE MINUTES

September 10, 2012

On recommendation of the Purchasing Director and on motion of Mr. Cayer, seconded by Mr. Robinson it was

VOTED:

(091-2012) To award Bid 2012-036 for two (2) plus one (1) additional ½ ton and one (1) ¾ ton pick up trucks to Bill Dodge, Westbrook, Maine, at their bid price of \$95,525 for three (3) ½ ton pick ups and one (1) ¾ ton pick up.

VOTE: 3-1
Mr. Marcotte opposed

On recommendation of the Purchasing Director and on motion of Mr. Cayer, seconded by Mr. Robinson it was

VOTED:

(092-2012) To award Bid 2012-037 for four (4) trucks for the Water and Sewer Divisions to Bill Dodge, Westbrook, Maine, at their bid price of \$124,490 as follows:

- | | |
|-----------------------------------|-----------------------|
| (1) ½ ton pick up truck | \$22,521 net of trade |
| (1) 1 ton 4X4 pick up truck | \$20,643 net of trade |
| (2) ¾ ton 4X4 truck chassis & cab | \$64,534 net of trade |

VOTE: 3-1
Mr. Marcotte opposed

Mr. Mendros joined the meeting at 5:22 p.m.

On recommendation of the Purchasing Director and on motion of Mr. Robinson, seconded by Mr. Mendros it was

VOTED:

(093-2012) To award Bid 2012-048 for Snow Plowing and Removal Equipment Rentals with the following winter assignments:

Beaulieu Industries Lewiston ME	Southern Gateway Garage Chestnut Street Garage Lincoln Street Garage Mill Street/Mill Street Lot
D R Caron Minot ME	Ash Street Lot Canal Street Garage Main Street Pump Station Lower Lot
Washburn & Son Minot ME	Ash Street Garage Bus Station Oak Street Lot Post Office Lot Central Fire Station (rear lot)

VOTE: 5-0

FINANCE COMMITTEE MINUTES

September 10, 2012

On recommendation of the Purchasing Director and on motion of Mr. Cayer, seconded by Ms. Christ it was

VOTED:

(094-2012) To ratify Change Order #1 and Change Order #2 to the contract with Pike Industries on the Russell Street Resurfacing Project funded 80/10/10 with Federal/State/Local funds as follows:

Change Order #1	\$1,700.00	Temporary Striping
Change Order #2	17,978.50	Correct pavement depth

VOTE: 5-0

On recommendation of the Purchasing Director and on motion of Mr. Marcotte, seconded by Mr. Cayer it was

VOTED:

(095-2012) To award Bid 2012-045 for the demolition and removal of 357 Sabattus Street to Chabot's Construction, Greene, Maine, low bidder at their bid price of \$6,887.99.

VOTE: 5-0

On recommendation of the Purchasing Director and on motion of Mr. Marcotte, seconded by Mr. Robinson it was

VOTED:

(096-2012) To award Bid 2012-050 on the ACM Abatement at 122 Pierce Street to Atlantic Construction Services, Auburn, Maine, low bidder at their bid price of \$7,800.

VOTE: 5-0

At this time, the Finance Director presented the recommendation for the Cost of Living Adjustment for the City Pension Plan. The Finance Director explained that the adjustment calculation is made based on City Ordinance.

FINANCE COMMITTEE MINUTES

September 10, 2012

On recommendation of the Finance Director and on motion of Mr. Robinson, seconded by Mr. Mendros it was

VOTED:

(097-2012) To authorize Cost of Living Adjustments for the City Pensioners pursuant to Section 58-11 of the City Code of Ordinances as follows:

Fiscal Year 2011	0%
Fiscal Year 2012	1%
Fiscal Year 2013	
Effective July 1, 2012	1.54%

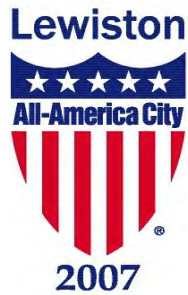
VOTE: 4-1
Mr. Cayer opposed

At this time, the Purchasing Director requested two (2) members to serve on the Selection Review Committee to assist with the City Comprehensive Plan Update. Mr. Marcotte and Mr. Robinson were named to represent the Finance Committee.

VOTED:

To adjourn at 5:51 p.m.

Norman Beauparlant
Clerk
Finance Committee



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 3

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2012-052 Demolition: 122 Pierce Street
date: September 24, 2012

Bids were opened on September 20, 2012 for the demolition of 122 Pierce Street.

It is recommended that the bid be awarded to Roland's Demolition, Auburn, Maine, low bidder at their bid price of \$7,777.

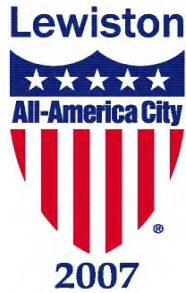
NJB/syt

TABULATION

Demolition: 122 Pierce Street

Bid: 2012-052
Bid Date: 09/20/12

Roland's Demolition	\$7,777.00
Auburn ME	\$10.00/CY
Chabot's Construction	\$9,495.00
Greene ME	\$15.00/CY
Almighty Waste Construction	\$8,644.00
Auburn ME	\$14.00/CY
Douglas Jones - Cross Excavation	\$12,166.00
Bethel ME	\$12.00/CY
Everett Excavation	Non-Responsive - improper bid security
South Paris ME	



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 4

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Change Order #2 to the contract with Gendron & Gendron on the Oak Street Sewer Separation Project
date: September 24, 2012

Change Order #2 includes the work previously authorized for work involved to support the sliplining of the 60" sewer but not priced out. In addition, Change Order #2 includes additional work not called for in the original contract.

The first portion of the Change Order for the sliplining amounts to \$48,203.50 (original est. at \$35,000), the second portion is for additional paving and curb/sidewalk work as described in the Change Order is \$53,975.

It is recommended that the Change Order be authorized in the amount of \$102,178.50.

NJB/syt

CHANGE ORDER NO. 2

BID No.: 2012-005

BID DATE: 3/8/12

PROJECT Oak St Separation Phase III

OWNER: City of Lewiston

CONTRACTOR: Gendron and Gendron Inc.

You are directed to make the following changes in the Contract Documents.

Description: Add \$48,203.50 for time and materials payment of Gendron's work associated with the sliplining of the 60" RCP sewer on Oak St. Add \$53,975.00 for additional paving and sidewalk reconstruction on Oak St and Sabattus St. See attached breakdown of additional quantities on existing bid items.

Reason for Change Order: As the contractor was attempting to cross under the old 60 inch concrete sewer pipe with the new 48 inch storm drain, sewer water was running out of the joints in the pipe. After more investigation it was determined that the sewer needed to be lined and it was a good opportunity to do it while the pipe was exposed. Gendron's work included cutting out a section of the pipe, installing the new pipe with the excavator and reconnecting all of the sewer services. The plans did not include re-paving the entire street or reconstructing all of the sidewalk, but the condition of the remaining street and sidewalk is very poor. Doing this extra work now will cost less and provide a new street for the residents.

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
David A. Jones (Public Works Director)

By: _____
Edward A. Barrett (City Administrator)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

Norman Beuparlant

From: Jeff Beale
Sent: Thursday, September 20, 2012 1:55 PM
To: Norman Beuparlant
Cc: Richard Burnham; David Jones; Kevin Gagne
Subject: Oak St Storm Drain change order #2
Attachments: Oak St CO2 breakdown.pdf; Oak St PH3 CO2.pdf

Norm,
Here is the Oak St change order for Gendron's work on the sliplining and the additional paving and curb I need to get the street finished.

For the sewer sliplining, we also had \$96,000 for Ted Berry and \$37,906.95 for materials from EJP, so the total sliplining cost is \$182,110.45. This is being charged to the 2012 sanitary sewer rehab account which has a budget of \$250,000.

For the paving and sidewalk, what remains of the street is in very poor condition and would require reconstruction soon anyway. The street will have new sewer, storm drain and water main so it makes sense to finish the reconstruction and not have to return for some time. The residents have had to deal with a lot of disturbance for months and deserve a good finished product. Part of the extra paving is necessary anyway because I underestimated the amount of disturbance that this work would result in. The project accounts (sewer and stormwater) currently have \$65,840 remaining which will cover the additional \$48,635 to Gendron's contract for this work. I have also added 4 weeks to the completion date for the sliplining work. Please let me know if you have any questions.

Jeffrey D Beale, P.E.
Project Engineer, Department of Public Works
City of Lewiston
103 Adams Ave
Lewiston, ME 04240
207.513.3003, Ext. 3416
Fax: 207.784.5647
jbeaule@lewistonmaine.gov
<http://www.ci.lewiston.me.us>
TDD/TTY 207-513-3007

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Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 5

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Contract Amendment for Appraisal Services
date: September 24, 2012

Amidon Appraisal Company working through the Maine Department of Transportation had provided appraisal of a portion of the parcels taken by the State in 2010 for the Riverside Greenway Project. Because of the length of time from 2010, updated appraisal of each property is required by MDOT/Federal Highway.

Amidon was asked to provide a proposal to do the work. The proposal has been reviewed at MDOT and locally. MDOT authorized the work the City Administrator has signed the proposal acceptance.

It is requested that the work scope be ratified at this time at a cost of \$800 per parcel.

NJB/syt

City of Lewiston

CONTRACT CERTIFICATION

The undersigned have reviewed the contract for:

Amidon did the original work for the Riverside Greenway Project funded with Federal/State/Local resources. Because of the length of time, an updated appraisal of each property is required by MDOT/Federal Highway.

There are twelve properties to be updated at a fee of \$800/property.

The item will be brought to the next Finance Committee meeting to be ratified.

and this contract is in compliance with terms ratified/approved by the by the Finance Committee on **September 24, 2012** and is budgeted for in the following budget accounts or programs:

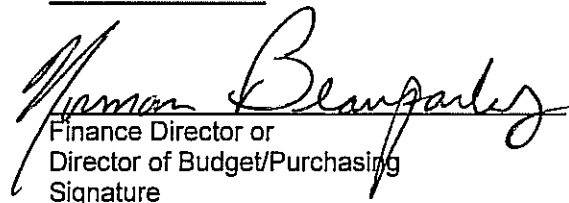
Amidon Appraisal Company
The total value of services is not to exceed \$9,600.00 (12 X \$800)

FOR THE BUDGETED DEPARTMENT

Department Signature

Other Department Signature

FOR FINANCE


Finance Director or
Director of Budget/Purchasing
Signature

Dated: 09/11/2012



AMIDON APPRAISAL COMPANY

477 Congress Street, Suite 323

Portland, ME 04101-3439

(207) 879-6056 - Telephone

(207) 879-0217 - FAX

E-MAIL: info@amidonappraisal.com

WEBSITE: www.amidonappraisal.com

September 5, 2012

Richard Burnham, City Engineer
City of Lewiston
Department of Public Services
103 Adams Ave.
Lewiston, ME 04243-0479

RE: Valuation of the pedestrian/bicycle trail easements along the Androscoggin River, Lewiston, Maine

Dear Mr. Burnham:

Thank you for your request for a proposal on the appraisal of a proposed 40' wide pedestrian/bicycle trail easements to encumber approximately 12 properties that front the Androscoggin River in Lewiston, Maine between Whipple Street and Tall Pines Drive. The parcels include both land only and improved properties and range in size from approximately 1.66± AC to 36.37± AC in land area. I understand that an existing City of Lewiston Cross-Country Sanitary Sewer easement encumbers the properties and is adjacent to and falls within the proposed easements for the length of the project. The purpose of this assignment is to determine the market value of the proposed easements. The intended use is to assist the City of Lewiston in the potential acquisition of the easements. The intended users of the report are you, the City of Lewiston and the Maine Department of Transportation. Please note Amidon Appraisal has previously appraised a portion of this taking in September of 2010.

The scope of work involved in this appraisal includes the following:

- ◆ Inspection, photography, and research of the parent parcels and easement areas to identify dimensions, spatial relationships, observable physical condition, and other physical, neighborhood, and environmental factors;
- ◆ Research at municipal offices and registries of deeds to identify assessments, availability of utilities, controlling regulations, site parameters according to assessment records, and historic transfer activity;

- ◆ Research and analysis of street access, parking and zoning constraints in terms of impact on value;
- ◆ Contact with the local area Chambers of Commerce and other knowledgeable sources for information concerning general economic, demographic, and other trends that may influence value;
- ◆ Contact with appropriate real estate brokers, developers, managers, and appraisers, as well as review of the Appraisers' own files, to identify and utilize relevant market data such as comparable sales;
- ◆ Research and analysis of comparable data;
- ◆ Application of the applicable valuation techniques to arrive at a value conclusion for the easements;
- ◆ Preparation of an appraisal report that conforms to minimum requirements for a summary report of the Uniform Standards of Professional Appraisal Practice and MDOT appraisal requirements.

At your request, the appraisal will consider all appropriate approaches to value including the Sales Comparison Approach, Income Approach and Cost Approach. The date of valuation will be the date of inspection. I anticipate that two original reports will be delivered to you within six weeks of receiving your authorization to proceed and the materials listed below. The fee will be \$800 per parcel. The fee is due upon delivery of the reports. If payment is not made within 30 days of the date of invoice, an interest of 1.5% per month will be charged against any unpaid balance.

Please provide me with the following information:

- 1.) Contact person(s) to arrange an inspection of the premises;
- 2.) Legal description of the properties as well as a description of the City of Lewiston Cross-Country Sanitary Sewer easement;
- 3.) Surveys of the properties;
- 4.) Wetlands and soils analysis of the properties;
- 5.) A draft of the proposed easement; and
- 6.) Any other information you may deem appropriate for the completion of this appraisal.

Amidon Appraisal Company

If the scope of the work as outlined above meets with your approval, would you please sign the attached copy of this letter and return it to me as your authorization to proceed. Should you have any further questions, please do not hesitate to contact me.

Respectfully submitted,



Patricia M. Amidon, MAI
State of Maine Certified General Appraiser #113
State of New Hampshire Certified General Appraiser #523
State of Massachusetts Certified General Appraiser #5724

encls.: Professional Qualifications
Statement of Assumptions and Limiting Conditions
Qualifications on Contaminated Land and Hazardous Substances

Dated: 9-11-12

Authorizing Signature: Edward A. Powell



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 6

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Change Order #1 to contract with DiMatteo Construction on the Social Services Renovations Project
date: September 24, 2012

After removal of existing carpentry, it was determined that the surface condition would not provide the bond required between the new flooring and existing substance.

The contractor was asked to provide a cost to furnish and install a 1/4" underlayment plywood to ensure a bond of the new flooring.

The proposal cost of \$2,308.35 was reviewed and found to be acceptable by the Project Engineer. The Change Orders has been authorized to ensure the project would not be delayed.

It is recommended that Change Order #1 with DiMatteo Construction be ratified at this time in the amount of \$2,308.35.

NJB/syt

CHANGE ORDER NO. 1

BID No.: 2012-042

BID DATE: 8/14/12

PROJECT Lewiston City Hall Social Services Suite Renovation Project

OWNER: City of Lewiston

CONTRACTOR: DiMatteo Construction Management Services, LLC

You are directed to make the following changes in the Contract Documents.

Description:

1. Furnish and install 1/4" underlayment plywood. (\$2,308.35)

Reason for Change Order:

1. After the removal of the existing carpet it was determined that its surface condition would not provide the bond required between the new flooring (carpet tiles) and existing floor substrate.

Attachments: (List documents supporting change)

<p>CHANGE IN CONTRACT PRICE:</p> <p>Original contract Price</p> <p>\$ <u>79,000</u></p>	<p>CHANGE IN CONTRACT TIMES:</p> <p>Original Contract Times</p> <p>Substantial Completion: <u>October 22, 2012</u></p> <p>Ready for final payment: _____ days or dates</p>
<p>Net changes from previous Change Orders No. _____ to No. _____</p> <p>\$ <u>0</u></p>	<p>Net change from previous Change Orders No. _____ to No. _____</p> <p><u>0</u> days</p>
<p>Contract Price prior to this Change Order</p> <p>\$ <u>79,000.00</u></p>	<p>Contract Times prior to this Change Order</p> <p>Substantial Completion: <u>October 22, 2012</u></p> <p>Ready for final payment: _____ days or dates</p>
<p>Net (increase) of this change order</p> <p>\$ <u>2,308.35</u></p>	<p>Net Increase (decrease) of this change order</p> <p><u>0</u> days</p>
<p>Contract Price with all approved Change Orders</p> <p>\$ <u>81,308.35</u></p>	<p>Contract Times with all approved Change Orders</p> <p>Substantial Completion: <u>October 22, 2012</u></p> <p>Ready for final payment: _____ days or dates</p>

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
David A. Jones (Director of Public Works)

By: _____
Edward A. Barrett (City Administrator)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 7

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Change Order #1 to the contract with H.E. Callahan on the Armory Elevator Enclosure Project
date: September 24, 2012

Noted in the Change Order, the deduction for roof drain piping and insulation in conjunction with changing the sprinkler system in the elevator lobby area has a net impact of \$638.60 to the cost of the project.

In addition, the Change Order extends the substantial completion date by 23 days to November 7th.

The Change Order has been accepted and the contractor has been authorized to proceed so as not to delay the project.

It is recommended that Change Order #1 in the amount of \$638.60 be ratified at this time.

NJB/syt

CHANGE ORDER NO. 1

BID No.: 2012-010

BID DATE: 3/22/12

PROJECT City of Lewiston Armory Elevator Enclosure Building Project

OWNER: City of Lewiston

CONTRACTOR: H. E. Callahan Construction Co.

You are directed to make the following changes in the Contract Documents.

Description:

- 1. Deduct roof drain, piping and insulation. (-\$2,218.00)
- 2. Furnish and install propylene glycol sprinkler system for elevator lobby areas. (\$2,856.60)
- 3. Extend the completion date from October 16, 2012 to November 7, 2012

Reason for Change Order:

- 1. The Contractor offered this option to reduce the cost of the project.
- 2. The Contractor's original proposal included electrical heating for both elevator lobbies. Electrical heat is very inefficient. The existing elevator at the armory has a glycol sprinkler system and is not heated. Since that elevator was put into operation, there have been no problems. This Change Order includes a \$320 credit for not providing the proposed electrical heaters and \$220 extra to upgrade the alarm system for colder conditions.
- 3. The extension is due to revised delivery date for the elevator system.

Attachments: (List documents supporting change)

<p>CHANGE IN CONTRACT PRICE:</p> <p>Original contract Price \$ <u>301,820.00</u></p> <p>Net changes from previous Change Orders No. ___ to No. ___ \$ <u>0</u></p> <p>Contract Price prior to this Change Order \$ <u>301,820.00</u></p> <p>Net Increase (decrease) of this change order \$ <u>638.60</u></p> <p>Contract Price with all approved Change Orders \$ <u>302,458.60</u></p>	<p>CHANGE IN CONTRACT TIMES:</p> <p>Original Contract Times Substantial Completion: <u>October 16, 2012</u> Ready for final payment: _____ days or dates</p> <p>Net change from previous Change Orders No. ___ to No. ___ <u>0</u> days</p> <p>Contract Times prior to this Change Order Substantial Completion: <u>October 16, 2012</u> Ready for final payment: _____ days or dates</p> <p>Net Increase (decrease) of this change order <u>23 days</u></p> <p>Contract Times with all approved Change Orders Substantial Completion: <u>November 7, 2012</u> Ready for final payment: _____ days or dates</p>
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RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
David A. Jones (Director of Public Works)

By: _____
Edward A. Barrett (City Administrator)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____