

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, December 3, 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 November 19, 2012.
3. Recommendation from the Purchasing Director regarding award Bid 2012-065 for Light Fixtures for Kennedy Park.
4. Recommendation from the Selection Review Committee regarding award of RFP 2012-051 for a contract for Consultant Services to assist in the City Comprehensive Plan Update.
5. Recommendation from the Purchasing Director regarding award of Bid 2012-059 on the ACM Abatement at 117 Pine Street and 46 River Street.
6. Request from the Purchasing Director to **ratify** award of Bid 2012-058 on the ACM Abatement at 320 Bates Street and 87 Birch Street.
7. Request from the Purchasing Director to **ratify** award of Bid 2012-060 on the Demolition of 320 Bates Street.
8. Request from the Purchasing Director to **ratify** award of Bid 2012-061 on the Demolition of 87 Birch Street.
9. Review of proposed Finance Committee meeting schedule for 2013.
10. FY 2014 joint LCIP meeting scheduled for Tuesday, January 8, 2013 – presentation to City Council, Planning Board and Finance Committee.
11. Other Business
12. Adjourn

**FINANCE COMMITTEE
LEWISTON, MAINE**

**Minutes of
November 19, 2012**

PRESENT: Michael Marcotte, Councilor Mark Cayer, Councilor Doreen Christ, Paul Robinson and Stavros Mendros.

OTHERS PRESENT: David Jones, Public Works Director and Purchasing Director Norman Beauparlant.

Meeting was called to order at 5:00 p.m. by Chairman Mendros.

On motion of Mr. Marcotte, seconded by Ms. Christ it was

VOTED:

(119-2012) To approve the minutes of the previous meeting dated October 29, 2012 to accept and place them on file as presented by the Clerk.

VOTE: 5-0

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

VOTED:

(120-2012) To award Bid 2012-064 for a Robotic Total Station devise for the Engineering Division to Spiller's, Lewiston, Maine, at their bid price of \$21,838 for one (1) Robotic Total Station and Field Controller.

VOTE: 5-0

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

VOTED:

(121-2012) To award Bid LA 2012-004 for Gasoline and Diesel Fuels to Dennis K. Burke Inc., Chelsea, MA, and further to take advantage of the Fixed Price offered as follows:

- 87 Octane Unleaded Gasoline at \$3.036/gallon fixed for 150,000 gallons
- Diesel fuel at \$3.3770 fixed for 220,000 gallons

VOTE: 5-0

FINANCE COMMITTEE MINUTES

November 19, 2012

At this time, the Purchasing Director presented the Task Order for Summit Environmental to provide assistance with the NRPA application and Wetlands Compensation Plan on the Riverside Greenway project. The Purchasing Director noted that this project is funded on a 80/20 basis with MeDOT.

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

VOTED:

(122-2012) To authorize Task Order 12-3113 for services in support of the Riverside Greenway Bike Path for environmental permitting at a fee of \$5,280.

VOTE: 5-0

At this time, the Purchasing Director requested that bids for ACM Abatement and Demolition of 320 Bates Street and 87 Birch Street originally scheduled for opening on the 15th of November but moved to the 20th of November be awarded by the Purchasing Director and ratified by the Committee at its next meeting.

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

VOTED:

(123-2012) To authorize the Purchasing Director to make the award on bids for ACM Abatement and Demolition of 320 Bates Street and 87 Birch Street and action to be brought to the Committee for ratification.

VOTE: 5-0

VOTED:

To adjourn at 5:30 p.m.

Norman Beuparlant
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 2012-065 Street Light Fixtures for Kennedy Park walkway
date: December 3, 2012

The City Council authorized the use of Community Development funds to replace the light poles and light fixtures in Kennedy Park. The existing lighting will be replaced with 21 new LED fixtures and poles.

Bids were solicited from area Halophane distributors and the bid documents were posted on the City web page. As noted on the tabulation, an alternate lamp and pole bid was submitted from Cyclone Lighting.

It is recommended that the bid be awarded to CED/Gilman Electrical Supply at their overall bid price of \$38,700 for twenty-one (21) LED light fixtures and twenty-one (21) 10 foot aluminum poles.

NJB/syt

STREET LIGHT FIXTURES

RFQ: 2012-065
Due Date: 11/27/12

TABULATION

HALOPHANE

CED Gilman/Electrical Supply \$38,700.06
Auburn ME

Graybar Electric Company \$39,461.64
Portland ME

WESCO Distribution Inc \$39,829.00
Portland ME

ALTERNATE

Cyclone Lighting \$41,076.00
Boisbriand, Quebec, Canada



Wadsworth Aluminum Pole Granville® II LED (GVD)

POLE ATTRIBUTES:

Description The lighting post shall be all aluminum, one-piece construction, with a classic tapered and fluted base design. **Materials** The base and fluted tapered cast shaft shall be heavy wall, cast aluminum produced from certified ASTM 356.1 Ingot per ASTM B-179-95a or ASTM B26-95. The straight shafts shall be extruded from aluminum, ASTM 6061 alloy, heat treated to a T6 temper. The tapered shaft shall be extruded from aluminum, ASTM 6063 alloy, spun to a tapered shape, then heat treated to a T6 temper. All hardware shall be temper resistant stainless steel. **Construction** The shaft shall be double welded to the base casting and shipped as one piece for maximum structural integrity. The shaft shall be welded inside the base casting at the top of the access door, and externally where the shaft exits the base. All welding shall be per ANSI/AWSD dimensions. **Dimensions** The post shall be X'-XX" in height with a 17" or 19" diameter base. At the top of the post, an integral tenon with a transitional donut shall be provided for luminaire mounting. **Installation** The post has an option to have four L-Type hot dip galvanized anchor bolts shipped with it. A door shall be provided in the base for anchorage and wiring access. A grounding screw shall be provided inside the base opposite the door.

FIXTURE ATTRIBUTES:

General The Granville® II Classic LED is designed for ease of maintenance with the electrical module common to Holophane's original Granville Series. A precision optical system that maximizes post spacing while maintaining uniform illumination.

Features and Benefits

- Engineered LED system for maximum performance and reliability
- Designed for use with original globes and housings maintaining familiar appearance
- Optimized to meet existing lighting standards
- Asymmetric and Symmetric distributions offer application design flexibility
- Simple access to electronic driver and components for ease of maintenance

Typical Applications

- City Streets
- Parks
- Residential Areas
- Campuses
- Walkways
- Parking Lots

Finish/Material The luminaire is finished with polyester powder paint, and, the luminaire housing is cast of aluminum. **Luminaire Mounts to P07 (3X3) Tenon Configure Entire Pole Package Assembly For Pole and Arm Combinations**





Catalog Number GVD 60 4K AS M B 3 N S B GVBANDB WDA 10 FTJ 17 P07 ABG BK	
Type:	Notes:

SPECIFICATIONS

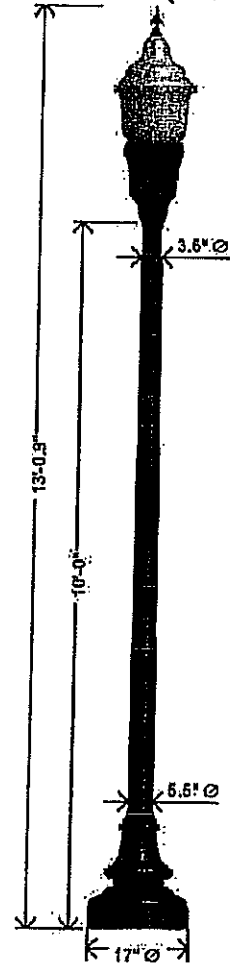
FIXTURE

Granville® II LED (GVD)
 [GVD 60 4K AS M B 3 N S B GVBANDB]
 Prefix: Granville® II LED (GVD)
 Source & Wattage: 60W 316mA Driver
 Color Temperature: 4000 Series CCT
 Voltage: Auto-Sensing Voltage (120-277)
 Housing: Modern Style - Swing Open Design
 Finish: Black
 Optics: Asymmetric Type III
 Trim: No Trim
 Finial: Painted Cast Aluminum Standard
 Trim and or Finial Finish: Black
 Covers: None
 Finish for Cover: None
 Photocontrol Receptacle: None
 Dimming: None
 Photocontrol: None
 Prewired Leads: None
 Photocontrol Kits: None
 Decorative Band: Black Decorative Band - Field Installed
 House Side Shields: None
 Post Capital: None
 Luminaire EPA: 1.88
 Luminaire Weight: 58

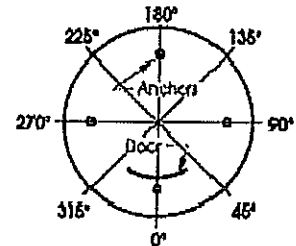
POLE

Wadsworth Aluminum Pole
 [WDA 10 FTJ 17 P07 ABG BK]
 Prefix: Wadsworth Aluminum Pole
 Height: 10 feet (Actual Height: 10'-0")
 Shaft Style: Fluted Tapered, Cast, .25 wall
 Base: 17 Inch Round Base
 Tenon: 3 X 3 Tenon
 Pole Mounting: Anchor bolts, galvanized steel
 Finish: Powder Coat Paint Finish, Black
 Base EPA: 1.62
 Base Weight: 41
 Anchor Bolt: AB-31-4

**Wadsworth Aluminum Pole
Granville® II LED (GVD)**



Anchorage/Orientation Plan



Customer Approval:

signature

date

Job Name: City of Lewiston- RFQ: 2012-065

Client Name: City of Lewiston

Created By: Jim Bailey

Date: 26-Nov-12



Finance Committee

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



Item # 4

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: RFP 2012-051 Consultant Services – City of Lewiston Comprehensive Plan Update
date: December 3, 2012

The FY 2012 Capital Improvement Program authorized funds in June to fund the Comprehensive Plan Update.

Proposals were solicited with three (3) firms responding to the Request for Proposal.

Each of the firms were interviewed by a Selection Review Committee made up of nine (9) members (elected, appointed and City staff). The interviews were held on November 2, 2012.

Following the interviews, the SRC selected Town Planning & Urban Design as the top rated firm. Follow up was done on references provided by the firm (see David Hediger's attached e-mail).

It is recommended that the contract be awarded to Town Planning & Urban Design Collaborative (T*P*U*D*C). It is further recommended that City staff be authorized to negotiate a contract not to exceed \$90,000 to be signed by the City Administrator.

Note: the LCIP 2012 funding provided \$100,000 for this project.

NJB/syt

Norman Beauparlant

From: David Hediger
Sent: Thursday, November 29, 2012 11:08 AM
To: Norman Beauparlant; Ed Barrett; John T. Butler Jr.; Lucy Bisson; Robinson,Paul; tpmjm@hotmail.com; Lincoln Jeffers; Gildace Arsenault
Subject: RE: Comp Plan References

I have had conversations with Charleston, South Carolina, Burlington, Vermont, and Londonderry, New Hampshire regarding their experience with TPUDC and offer the following:

- Charleston, 2008:
 - six day charrette and they loved it. Apparently, they do charrette's like this often. Lots of energy and involvement in one week.
 - Expressed the need to get the word out early about the meetings. Know who you want involved: key stakeholders, etc.
 - TPUDC also met separately with stakeholders.
 - Felt getting the project done in a shorter time kept citizens interested and engaged.
 - Plan was implemented and led to a number of other policy changes.
 - Team was very responsive to staff and stakeholders.
 - Staff involvement was scheduling, outreach, coordination of meetings.
 - Worked with Brian and Matt (the guy who skyped in to the meeting).
 - Would hire them again.
- Burlington, ongoing:
 - Six day charrette, 8:00AM to 11:00 PM. Worked well. New process for them, but Burlington citizens known to be vocal. TPUDC was surprised and somewhat unprepared for the amount of public involvement. Very time consuming for everyone involved but effective. Felt getting the project done in a shorter time kept citizens interested and engaged.
 - Interest kept during the charrette. Recommends specific scheduling be developed so key stakeholder are more likely to attend (involvement during business hours varied depending upon who was invited. Afternoons and evenings had better attendance).
 - Consultant (Brian) good at being the "bad guy" in presenting a controversial direction for a community to consider. Great with Q&A. Ability to address controversial issues and get support.
 - Implementation is ongoing. Currently revising draft plan to be followed by TPUDC drafting form based code.
 - Burlington staff made a point that this is the communities plan and made sure TPUDC listened to what staff and the community was saying. They have lots of ideas and experiences from other parts of the country to compare to, but keep them on task as to what the community wants.
 - Team is responsive (Brian and Kara, Matt not involved).
 - Suggest that TPUDC needed to familiarize themselves more with the community. Look at previous plans and efforts to understand existing issues and success. If it not broke, don't fix it. Felt they could have done a better job getting up to speed.
 - Staff has a lot of involvement revising drafts and making sure it's the communities documents. Need to make sure contract references TPUDC to work on multiple drafts and revisions (they were not prepared for this in Burlington). Content first, then make it pretty.
 - Final product became something people actually wanted to read.
 - Good working relationship, would hire them again.
 - Make sure the contract is clear on expectations.
- Londonderry, ongoing:
 - Six day charrette met with cautious optimism. Used to meetings spread out over several months, so this was a new experience and it worked very well. Intense week. Fast is good; kept folks interested.

- Staff was not prepared to be involved in the outreach and coordination of meetings.
- Impressed with what they produced in a short amount of time.
- Important to schedule time with key groups/stakeholders.
- Ability to address controversial issues and get support.
- Still working on revising draft, hope to adopt this January.
- Good listeners, very responsive.
- Make sure expectations are clear in contract: drafts and revisions, number of meetings, etc.
- Expect a lot of coordination with your GIS department.
- Matt is the brains of the operation. Mr. Accountability! Brian and Kara involved, too.
- Would hire them again.

I have been playing phone tag with Yarmouth, Maine and Cornelius, North Carolina. But, in both cases, voice mails have been very supportive of TPUDC's efforts.

As for the state's involvement in these plans: SC's does require a comprehensive plan rewrite every 10 years and update every 5. However, this effort was limited to a specific area of the community (i.e. riverfront plan). VT is similar. NH has state guidelines that must be addressed, however, the state does not review the plan.

My perspective on this:

- The charette works, but we need to get work at getting the right people there and get the word out early and often.
- Consider scheduling separate meetings, outside of the charette with key stakeholders and committees. And what will there be for meetings before and after the charette and what's their involvement going to be.
- The contract needs to be very clear on exceptions: drafts, format, # of meetings, endorsement of the state, etc.
- Make sure we know who the team are going to be that we are working with.
- Make sure they realize this is the citizens plan with direction from staff.

David Hediger
 City Planner/Deputy Director Planning and Code Enforcement
 City of Lewiston
 27 Pine Street
 Lewiston, ME 04240-7201
 Phone 207.513.3125 ext. 3223
 TDD/TTY 207.513.3007
www.lewistonmaine.gov

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From: David Hediger
Sent: Friday, November 16, 2012 4:46 PM
To: Norman Beuparlant; Ed Barrett; John T. Butler Jr.; 'Lucy Bisson'; 'Robinson,Paul'; 'tpmj@hotmail.com'; Lincoln Jeffers; Gildace Arsenault
Subject: RE: Comp Plan References

Quick update:

I have calls into 4 communities for references; constantly planning phone tag.

I did speak with Londonderry at length. I'll provide more details latter, but they were initially skeptical of the process (usually doing things the way we familiar with), took a chance and have been very pleased. The charrette was a lot of work and intense but worked well from a staff and citizen perspective. The guy on Skype-Matt sounds like the brains of the operation and was great.



Finance Committee

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



Item # 5

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Award Bid 2012-059 ACM Abatement at 117 Pine Street and 46 River Street
date: December 3, 2012

The abatement work includes approximately 3,060 sq. ft. of flooring and 1,500 sq. ft. of roofing at 117 Pine Street. At 46 River Street there is approximately 3,000 sq. ft. of transite siding and 90 sq. ft. of flooring material.

Bids were opened on November 24, 2012 with six (6) contractors submitting proposals.

It is recommended that the bid be awarded to R. J. Enterprises, Brunswick, Maine, low bidder that their bid price of \$18,500.

NJB/syt

TABULATION

BID TITLE: ACM ABATEMENT: 117 PINE STREET & 46 RIVER STREET
BID #: 2012-059
OPEN DATE/TIME: NOVEMBER 29, 2012 @ 2:00 P.M.
REQUESTING DEPT: FINANCE

R J Enterprises..... \$18,500
Brunswick ME

Environmental Remediation Inc. \$22,700
Lewiston ME

Atlantic Construction Services..... \$23,900
Auburn ME

Environmental Compliance Specialists..... \$24,950
Atkinson NH

Acadia Contractors..... \$26,400
Lewiston ME



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
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Item # 6

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2012-058 ACM Abatement at 320 Bates Street and 87 Birch Street
date: December 3, 2012

Asbestos Abatement at 320 Bates Street includes approximately 7,000 sq. ft. of cementitious siding and at 87 Birch Street approximately 300 sq. ft. of sheet flooring and 600 sq. ft. of roofing materials.

Bids were opened on November 20, 2012 with six (6) contractors providing proposals. The award was made to Environmental Remediation Inc., Lewiston, low bidder. The work started on Monday, November 26, 2012. 87 Birch Street was completed on November 28th and work on 320 Bates Street started November 29th with completion anticipated on or before December 7, 2012.

It is requested that the award of Bid 2012-058 on the ACM Abatement to Environmental Remediation Inc. at their bid price of \$14,000 be **ratified** at this time.

NJB/syt

TABULATION

BID TITLE: ACM ABATEMENT: 320 BATES STREET & 87 BIRCH STREET
BID #: 2012-058
OPEN DATE/TIME: NOVEMBER 20, 2012 @ 2:00 P.M.
REQUESTING DEPT: FINANCE

Environmental Remediation Inc. \$14,000
Lewiston ME

Atlantic Construction Services. \$15,870
Auburn ME

Acadia Contractors. \$19,885
Lewiston ME

BioSafe Environmental Services. \$23,670
Westbrook ME

R J Enterprises. \$27,000
Brunswick ME

Environmental Compliance Specialists. \$27,800
Atkinson NH



Finance Committee

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



Item # 7

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2012-060 Demolition of 320 Bates Street
date: December 3, 2012

Bids were opened on November 20, 2012 for the Demolition of 320 Bates Street. Seven (7) proposals were received at that time with Chabot's Construction, Greene, Maine, being low bidder.

The contract was awarded to Chabot's Construction on November 21, 2012 and demolition will begin as soon as the asbestos is abated. The contractor has his equipment on site and the abatement of materials began on November 30th and will be completed by December 10, 2012.

It is requested that the bid for the demolition be ratified at this time in the amount of \$15,650.

NJB/syt

TABULATION

Demolition: 320 Bates Street

Bid: 2012-060

Bid Date: 11/20/12

Chabot's Construction	\$15,640.00
Greene ME	\$15.00/CY
Morin Excavating	\$15,995.00
Auburn ME	\$6.75/CY
St. Laurent & Son	\$16,200.00
Lewiston ME	\$18.00/CY
Douglas Jones - Cross Excavation	\$18,772.00
Bethel ME	\$10.00/CY
ETTI	\$27,836.00
Lisbon Falls ME	\$9.75/CY
Almighty Waste Construction	\$48,333.00
Auburn ME	\$10.00/CY
Environmental Compliance Specialist	\$71,650.00
Atkinson NH	\$18.00/CY



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Finance Committee

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



Item # 8

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2012-061 Demolition: 87 Birch Street
date: December 3, 2012

Bids were opened on November 20, 2012 for the demolition of 87 Birch Street. Seven (7) proposals were received at that time with Morin Excavating being the low bidder.

The contract was awarded to Morin Excavating on November 21st and the demolition is scheduled to start on December 3, 2012.

It is requested that the bid for the demolition be ratified at this time in the amount of \$8,020.

NJB/syt

TABULATION

Demolition: 87 Birch Street

Bid: 2012-061

Bid Date: 11/20/12

Morin Excavating	\$8,020.00
Auburn ME	\$6.75/CY
Roland's Demolition	\$8,588.00
Auburn ME	additional fill material not stated
Douglas Jones ¹ - Cross Excavation	\$9,110.00
Bethel ME	\$10.00/CY
St. Laurent & Son	\$9,340.00
Lewiston ME	\$18.00/CY
Chabot's Construction	\$10,640.00
Greene ME	\$15.00/CY
Almighty Waste Construction	\$32,777.00
Auburn ME	\$10.00/CY
Environmental Compliance Specialist	\$54,250.00
Atkinson NH	\$18.00/CY



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