

# LEWISTON FINANCE COMMITTEE MEETING

## Agenda

Finance Committee meeting, **Monday**, January 14, 2013 at **5:15** p.m. in the **Administrative Conference Room**, Lewiston City Hall.

1. Call meeting to order and welcome new member Robert Reed.
2. Election of Chairperson for the ensuing year.
3. Review minutes of previous meeting dated December 17, 2012.
4. Adoption of “Rules of the Finance Committee” for the ensuing year.
5. Recommendation from the Purchasing Director regarding Task Order with Richardson & Associates on implementing a number of Riverfront Master Plan projects.
6. Recommendation from the Purchasing Director regarding extending the contract with Almighty Waste on the hauling of municipal waste and ash from Mid Maine Waste in Auburn.
7. Reminder of the special joint meeting with the City Council on the presentation of the FY 2014 LCIP.
8. Other Business
9. Adjourn

**FINANCE COMMITTEE  
LEWISTON, MAINE**

**Minutes of  
December 17, 2012**

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

**ABSENT:** Stavros Mendros with notification

**OTHERS PRESENT:** Phil Brienza, Fleet Operations Manager and Purchasing Director Norman Beauparlant.

Meeting was called to order at 5:05 p.m. by the Clerk. Mr. Marcotte was elected Chairman Pro-Tem.

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

**VOTED:**

**(129-2012)** To approve the minutes of the previous meeting dated December 3, 2012 to accept and place them on file as presented by the Clerk.

**VOTE: 3-0-1  
Mr. Cayer abstained**

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

**VOTED:**

**(130-2012)** To award Bid 2012-066 for a ½ ton pick up truck with crew cab to Bill Dodge GMC, Westbrook, Maine, low bidder meeting specifications at their bid price of \$27,587 and further to accept the trade in allowance of \$2,600 for a net award of \$24,987.

**VOTE: 3-1  
Mr. Marcotte opposed**

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

**VOTED:**

**(131-2012)** To ratify Change Order #3 to the contract with St. Laurent & Son on the 2011 Water Main Replacement Project to close out the project in the amount of \$6,073.67.

**VOTE: 4-0**

**FINANCE COMMITTEE MINUTES**

**December 17, 2012**

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

**VOTED:**

**(132-2012)** To ratify Change Order #1 to the contract with Doten's Construction to close out the East Avenue Sidewalk Project in the amount of \$3,224.49

**VOTE: 4-0**

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

**VOTED:**

**(133-2012)** To award Bid 2012-062 on the Demolition of 117/119 Pine Street to Morin Excavating, Auburn, Maine, low bidder at their bid price of \$7,025.

**VOTE: 4-0**

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

**VOTED:**

**(134-2012)** To award Bid 2012-063 on the Demolition of 46 River Street to Morin Excavating, Auburn, Maine, low bidder at their bid price of \$6,100.

**VOTE: 4-0**

At this time, the Purchasing Director reminded the Committee that the presentation of the LCIP would be done at a joint meeting with the City Council on January 8, 2012.

**VOTED:**

To adjourn at 5:50 p.m.

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Norman Beuparlant  
Clerk  
Finance Committee

# **RULES OF THE FINANCE COMMITTEE**

## **Regular Meetings:**

- A. Time: The Finance Committee shall hold regular meetings twice monthly on **Mondays at 5:15 p.m.**
- B. Place: All regular meetings of the Finance Committee shall be held in the Administrative Conference Room of City Hall.

## **Special Meetings:**

All special meetings shall be called in accordance with Chapter 2, Section 2-183 {c} of the Revised Code of Ordinances.

## **Parliamentary Procedure:**

“ROBERT’S RULES OF ORDER” shall be regarded by the Finance Committee as the proper authority for parliamentary procedure in conduct of its meetings for the ensuing year.

## **Majority Vote:**

All motions must be passed by a majority of the members (three) in order to constitute action on any matter.

## **Authorization for Contract Awards, Amendments and Change Orders:**

The Committee authorizes the Purchasing Director, after consulting the Finance Director, to approve contracts, contract amendments or change orders for the purchase of goods and services under the following conditions:

### **A. Contracts**

1. The Purchasing Agent is authorized to award the annual fuel bids as the sole exception to the award process.
2. The bid, once awarded, will be forwarded to the Committee for its ratification at the next regular meeting with appropriate documentation and reasoning for the award.
3. All other bids shall be brought to the Finance Committee for award.
4. When the amount of the contract recommended exceeds \$100,000, and is over budget, no less than two (2) competitive bids must be submitted for review by the Finance Committee, unless a Waiver of Competition has been authorized by the Committee or an emergency has been declared as provided for in the Purchasing Policy.

**B. Amendments or Change Orders**

1. When the amendment or change order is necessary to insure that the contract for goods or services is not delayed and that adequate funding is in place and no extenuating circumstances exist.
2. The amount of the amendment or change order is no more than ten (10%) percent of the contract price, with an upset limit of \$10,000 for any single amendment/change order.
3. All amendments/change orders approved shall be forwarded to the Committee, for their ratification, at the next regular meeting.
4. Should the amendment or change order amount exceed Section 2 level of authorization, a special meeting of the Finance Committee shall be called by the Chairman or ranking member of the Committee if the Chairman is not available.

**Suspension of Rules:**

Any of the foregoing rules may be suspended, amended or repealed providing a majority of three (3) of the members vote therefore.



## Finance Committee

Norman J. Beuparlant  
Director of Budget/Purchasing  
[nbeuparlant@lewistonmaine.gov](mailto:nbeuparlant@lewistonmaine.gov)



### Item # 5

**to:** Finance Committee  
**from:** Norman Beuparlant, Purchasing Director  
**subject:** Authorization of Task Order with Richardson & Associates  
**date:** January 14, 2013

In 2006 the City began the process of awarding Master Services contracts for general consulting services through an RFP process with Master Service Agreements awarded by the Finance Committee on the basis of specialty.

Richardson & Associates has been awarded the Landscape Architectural Master Service Agreement first in 2006 then in 2009 and again in 2012.

Richardson & Associates have met twice with administrative staff to develop the scope of services and develop the fees involved.

It is recommended that the Task Order be authorized with a fee not to exceed \$77,195.

NJB/syt

January 10, 2013

## Riverfront Development & Connections for the City of Lewiston *Lewiston, Maine*

Richardson & Associates, Landscape Architects  
11 Middle St.  
Saco, ME 04072  
p: (207).286.9291

### Landscape Architectural Design – Scope of Services

The City of Lewiston has contracted the Landscape Architectural design services of Richardson & Associates (R&A), Landscape Architects to provide planning and design associated with realizing the vision for Simard-Payne Park and adjacent and/or connected areas, highlighted in the Riverfront Master Plan.

The scope of services (see attached) includes review and analysis of prior studies, inventory, analysis, and assessment of existing conditions; to consist of observing and recording quantitative and qualitative attributes of the site(s), photographic documentation, meeting with key stakeholders and City officials, and coordinating any additional survey needs that may be required to accurately proceed with preliminary design development.

Following the inventory, analysis, and assessment, R&A will develop preliminary design alternatives to be presented to all key City officials for review and comment, as well, subsequent public comment. The consultant fee proposal reflects one (1) public input meeting. In addition, R&A will provide a Cost Estimate for the construction of all identified priority areas. R&A will work closely with the City to identify if any environmental permitting is required. All permitting needs are to be addressed by the City.

Richardson & Associates will proceed with design development following approval of all concept alternatives. Design development shall include preliminary detailing of proposed site amenities such as walkways & streetscapes, gathering spaces & areas of rest, canals & crossings, signage, etc. R&A will as well begin to develop construction sequencing and efficiencies in coordination with City officials and technical consultants, if any. Fees associated with sub-consultants, is not included with this proposal.

Following review and approval of all final design details, R&A will develop construction drawings suitable for tender by the City, and provide bid review support which includes interviews and site walks with potential contractors. The City will administer the bidding process and upon contractor selection and in conjunction with the City, R&A will coordinate pre-construction meetings, review and coordinate pricing, and administer construction supervision/guidance at critical stages in construction. This proposal is based on the understanding that there will be a single bid package for all projects. R&A assumes the City will provide a clerk of the works during construction.

The fee for services as stated and agreed upon by the City of Lewiston is not to exceed: \$77,195 (includes direct expenses)

Richardson & Associates is excited to be a part of the City of Lewiston's forward-looking vision for the downtown and riverfront connections.

Ed Barrett

City Administrator – *City of Lewiston*

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Todd Richardson

Principal – *Richardson & Associates, Landscape Architects*

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Riverfront Development & Connections for the City of Lewiston  
Lewiston, Maine

# Landscape Architecture Proposal

January 10, 2013

Richardson & Associates, Landscape Architects  
11 Middle Street, Saco, Maine . 207.286.9291

<b>I. Review and Analysis of Prior Studies/Plans/Landscape Architectural Materials</b>	<b>\$3,530.00</b>
Gather and review prior and current site plans, municipal plans, etc. Introductory mtg w/City officials Develop base mapping materials Assess regulatory needs (Note: Assumes No Permitting Needs by Richardson & Associates) Develop digital files / project organization	
<b>II. Site Inventory, Analysis, and Assessment for All Areas</b>	<b>\$6,240.00</b>
Observe and Record Quantitative and Qualitative Attributes: Views    Structures Vegetation                                      Access Topo & Drainage                                  Circulation Reclaimed Materials                              Contextual & Urban Relationships Etc...	
Develop Summary Analysis Plans Determine and Coordinate Additional Survey Needs Photographic Documentation Review Analytic Findings, Project Schedule and Needs with City Officials	
<b>III. Develop Preliminary Design Alternatives and Cost Projections for Priority Areas</b>	<b>\$11,245.00</b>
Reconfirming Priority Site Areas, Connections and Development Strategy (as ID by the City as well as important spatial relationships) Develop Priority Site Areas - Approaches and Alternatives Park gateway(s), connection & riverfront trail/river access/bank restoration Oxford St. enhancement & wayfinding/signage dev to Lincoln St. Planting palette typology development Materials/landscape structures palette development - explore reuse of existing materials Plans, Sections, Precedent Images Develop Preliminary Cost Estimate - Order of Magnitude Presentation and Discussion to City Officials	
<b>IV. Design Development Associated with Priority Areas</b>	<b>\$15,670.00</b>
Refine Preferred Approach for Priority Areas Coordinate Site Utilities Technical (water/sewer, cable/phone, gas, etc.) Identify and Refine Opportunities for Reuse of Reclaimed/Recycled Materials Develop Preliminary Details (design, technical strategy, dimensions, drainage, furnishings, planting palette, etc) for Priority Areas: Walkways & Streetscapes	

- Gathering Spaces & Areas of Rest
- Canal(s) & Crossings
- Planting Strategy and Development - Street, Park & Riverbank Restoration
- River Access & Bank Fishing
- Wayfinding Signage
- Develop Prioritization/Phasing Plan to Address Construction Sequencing and Efficiencies
- Presentation and Discussion with City (1 meeting)
- Meeting and Coordination with Technical Consultants (2 meetings)
- Note: Assumes No Permitting Needs by Richardson & Associates

V. Technical Development \$24,900.00

- Research/Visit with Craftspeople/Fabricators/Resources (Consider Salvaged/Recycled City Materials)
- Coordination with Technical Partners (Civil/Structural/Mechanical/Geotech, etc)
- Develop Applicable Construction Drawings
  - Plans
    - Erosion Control and Tree Protection Plan
    - Grading and Drainage Plan
    - Materials and Structures Plan
    - Erosion & Sedimentation Control Plan
    - Layout Plan
    - Lighting Plan
    - Planting Plan and Schedule
  - Details as Needed
  - Specifications as Needed
- Meet with GC and City officials to Review Process/Materials to Develop Cost Estimate for Budgeting Purposes

VII. Pre-Construction and Construction Administration (Assumes Projects are Bundled) \$11,810.00

- Coordinate Contractor Short-List Selection and Dissemination of Technical Drawings
- Interviews and Site Walks with Potential Contractors
- Respond to RFI's/Change Orders
- Pricing/Budget Review and Coordination
- Pre-Construction Meeting (s)
- Site Visits During Construction (estimated at 10 visits Associate alone)
- Team Coordination and Communication (general coordination beyond site visit overlap)
- Plant Guarantee Follow Up(s)

TOTAL (excluding Direct Expenses) \$73,395.00

Direct Expenses Billed at Cost plus 10% \$3,800.00

- Travel Expenses:
  - Mileage (at IRS reimbursement rate)
  - Meals and Accommodation
- Other Direct Expenses may include (but are not limited to):
  - Telephone/Fax/Data
  - Reprographics/Scans/Copying/Plots/Prints
  - Postage/Shipping
  - Photography/Processing
  - Mounting

PROJECT TOTAL \$77,195.00

# FINANCE COMMITTEE LEWISTON, MAINE

**Minutes of  
March 19, 2012**

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

**OTHERS PRESENT:** Public Works Director David Jones, Fire Chief Paul LeClair and Director of Budget/ Purchasing Norman Beauparlant.

Meeting was called to order at 5:15 p.m. by Chairman Mendros.

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

**VOTED:**

**(016-2012)** To approve the minutes of the previous meeting dated March 5, 2012 and to accept and place them on file as presented by the Clerk.

**VOTE: 5-0**

At this time, the Purchasing Agent explained the process used in the evaluation of Consultants for recommendation to the Finance Committee by the Selection Review Committee. The Purchasing Agent further explained that the Maine Department of Transportation had approved the process of selection. On recommendation of the Selection Review Committee and on motion of Ms. Christ, seconded by Mr. Robinson it was

**VOTED:**

**(017-2012)** To award Master Service Agreements for General Engineering and Consulting Services (Bid 2012-003) for a three (3) year period with a one (1) year renewal option to the following companies with disciplines as noted:

Sebago Technics Lewiston/Westbrook ME	Civil Site and Survey/CADD
HNTB Westbrook ME	Transportation & Structural
Summit Environmental Lewiston/Bangor ME	Alternate Site Evaluation Environmental Site Assessment Materials Testing
Richardson Associates Saco ME	Landscape Architecture
John Turner Consulting Portland ME	HMA/ Q/A Geotech * Construction Management
Gorrill-Palmer Consultants Gray ME	* Construction Management – alternate firm when John Turner is not available

**VOTE: 5-0**

**FINANCE COMMITTEE MINUTES**

**April 27, 2009**

On recommendation of the Purchasing Agent and on motion of Mr. Reed, seconded by Mr. Paradis it was

**VOTED:**

**(40-2009)** To award the following contract for Engineering and Consulting Services under a Master Service Agreement for a three (3) year period to the following companies with the disciplines as noted:

- Sebago Technics (Lewiston): Civil Site Engineering, Alternate Site Evaluation & Permitting;
- HNTB (Westbrook): Transportation Engineering and Peer Review;
- Shelley Engineering (Westbrook): Structural Engineering;
- Summit Environmental Consultants (Lewiston): Environmental Site Assessment, Materials Testing & Certification;
- S.W. Cole (Gray): Pavement Testing; and
- Richardson Associates (Saco): Landscape Architecture.

**VOTE: 5-0**

One recommendation of the Purchasing Agent and on motion of Mr. Reed, seconded by Mr. Paradis it was

**VOTED:**

**(41-2009)** To award the contract for replacement of street lights on Russell Street to the low bidder meeting specifications, Graybar Electric, Portland, Maine, at a total cost of \$11,935.82.

**VOTE: 5-0**

One recommendation of the Purchasing Agent and on motion of Mr. Reed, seconded by Mr. Mendros it was

**VOTED:**

**(42-2009)** To authorize Change Order #4 with St. Laurent & Son on the Old Chadbourne Road and South Lisbon Road Reconstruction Project to extend the completion deadline to June 27, 2009 at no additional cost.

**VOTE: 5-0**



## Finance Committee

Norman J. Beuparlant  
Director of Budget/Purchasing  
[nbeuparlant@lewistonmaine.gov](mailto:nbeuparlant@lewistonmaine.gov)



### **Item # 6**

**to:** Finance Committee  
**from:** Norman Beuparlant, Purchasing Director  
**subject:** Extension of contract for the hauling of ash from Mid Maine Waste  
**date:** January 14, 2013

The Solid Waste Superintendent has outlined the transition from in house hauling of materials to Mid Maine Waste facility and ash from Mid Maine to Lewiston Solid Waste Landfill.

It is recommended that the contract be extended for a three (3) year period beginning July 1, 2013 through June 30, 2016 at the same per fee cost of \$64.49 per haul with all other terms and conditions to remain the same.

NJB/syt

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**From: Rob Stalford**

**To: Norm Beauparlant**

**Date: December 31, 2012**

**Subject: Recommendation Bid No. 2010-022**  
**Request to Extend Existing Agreement –**  
**MSW Incinerator Ash Hauling**

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**Background:**

The City's Solid Waste & Recycling Facility (Facility), which is located at 424 River Rd., is wholly owned by the City of Lewiston, Maine, and is operated by the City's Department of Public Works (DPW). Based on a permit issued on October 24, 1990, by Maine's Board of Environmental Protection (the Board), the City constructed and operates a secure landfill for the disposal of solid waste defined as "special waste" and construction & demolition debris and other waste material, which meets the definition of solid waste. In a permit issued by the Board on February 18, 1997, the Facility was authorized to accept, for disposal in the secure landfill, Municipal Solid Waste (MSW) incinerator ash, which is generated at the MidMaine Waste Action Corporation (MMWAC), located in Auburn, Maine. The City has maintained an agreement with MMWAC to convey incinerator ash from the MMWAC facility and dispose of said ash in the Facility's secure landfill since receipt of the Board issued permit on February 18, 1997. The term of the current agreement with MMWAC, which was approved by both parties on May 2, 2007, is for 10 years, and with mutual authorization, may be renewed for an additional 5 years, for a potential expiration in May 2022.

Up until July 2008, DPW staff were responsible for conveying the MSW incinerator ash from MMWAC to the Facility's secure landfill, as part of the agreement between the City & MMWAC. In an effort to reduce the operating expenses of the Facility, the City investigated the outsourcing of this service through the distribution of a "Request For Proposal" (RFP) to area waste collection & transportation firms. The initial RFP drew proposals from four different waste hauling firms and had a term of 2 years. Almighty Waste was awarded the contract for this service, at a cost of \$68.49 per haul. The next highest bidder was Troiano Waste Services, at a cost of \$85.50 per haul.

After the expiration of the contract in June 2010, the City distributed an RFP for this service and received two proposals from waste hauling firms for this service. Again, the contract was awarded to Almighty Waste at a cost of \$64.49 per haul. The other bidder was Waste Management, who proposed \$124.00 per haul. The term of the contract was for 2 years, with the option to extend the contract for 1 additional year. The contract will expire in June 2013.

**Recommendation:**

Based on a request by the current contractor, Almighty Waste, and given the quality of the service provided to the City and the competitive cost for the service provided by Almighty Waste, a request is made to the City's Finance Committee to extend the existing contract for an additional 3 years, beginning July 1, 2013 and expiring on June 30, 2016. All other terms, conditions and pricing of the existing contract shall remain in effect.