

City of Biddeford
Finance Committee
June 20, 2017 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. June 6, 2017 Finance Committee Meeting Minutes
[6-06-2017 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Purchase of Ten-Wheel Freightliner Plow Truck
[6-20-2017 Ten-wheel Plow Truck FY18.docx](#)
[6-20-2017 Bid Opening 10 Wheeler.docx](#)
 - 4.2. Purchase of Single Axle Western Star Plow Truck
[6-20-2017 Single Axle Plow Truck FY18.docx](#)
[6-20-2017 Bid Opening 10 Wheeler.docx](#)
 - 4.3. Auction of Surplus Equipment
[BID FORM Surplus 2017.docx](#)
 - 4.4. Engineering Proposals for the Design of CSO and Road Improvement Projects
[6-20-2017 Engineering Quotes.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
June 6, 2017

The meeting was called to order at 5:02 pm by Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Steven St. Cyr, City Manager Jim Bennett, and City Clerk Carmen Morris.

Excused: Councilor Marc Lessard.

Approval of Minutes

Motion by Mayor Casavant to approve the Minutes of May 16, 2017, seconded by Councilor St. Cyr, unanimous.

Motion carried, 3-0.

The expenditure warrant was **not** available for review and signature.

Purchase of Pumps for Wastewater Treatment Plant

Jeff Demers from the Wastewater Treatment Plant gave an overview. He is recommending the Committee approve the purchase of two Gorman-Rupp pumps from Hayes Pump, Inc. for an estimated cost of between \$16,000 to \$23,000. Funding was approved in the FY16 - FY17 Wastewater Capital Improvement Plan.

Motion by Councilor St. Cyr to authorize PWD to purchase the pumps, gauges and air release valves for an estimated cost of between \$16,000 and \$23,000, seconded by Mayor Casavant, unanimous.

Motion carried, 3-0.

Bid Award for Line Striping

Public Works Director, Guy Casavant, explained the process they went through for the pavement marking operations. They received three proposals and the recommendation is to go with Poirier Guidelines, the lowest bidder, at the unit prices that were submitted. Total bid was for \$40,604.77.

Motion by Mayor Casavant to go with the recommendation of the low bidder, Poirier Guidelines for the unit pricing, seconded by Councilor St. Cyr, unanimous.

Motion carried 3-0.

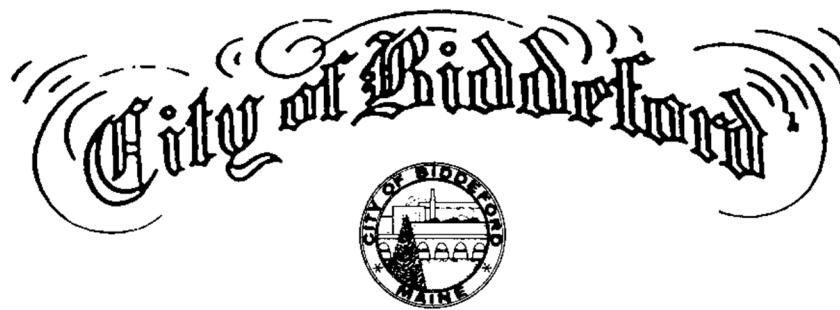
Other Business

Councilor McCurry had two items; 1) he asked about the properties that were going to be put out for sale; and 2) about the policies that need to be addressed as a result of the last audit.

Motion to adjourn was made by Councilor St. Cyr, seconded by Mayor Casavant, unanimous.

Motion carried 3-0.

Adjourned at 5:12 pm.



2017.67

IN BOARD OF CITY COUNCIL.....JUNE 20, 2017

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2018 Ten-Wheel Freightliner plow truck as per bid of June 9, 2017 (the "Equipment") from Freightliner of Maine (the "Vendor") and may pay the Vendor an amount not to exceed \$218,740.00 (before discounts valued at \$28,000.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$218,740.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$218,740.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee will review this item on June 20, 2017 and vote to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY18 CIP budget, with a down payment of \$16,000.00

Bid Opening for a Ten Wheel plow truck and a Single Axle plow truck

Present: Carl Marcotte – Public Works Richard Morrison – Portland North
Kara Cote – Public Works Kevin Barry – O'Connor
Brian Hallowell – Freightliner Travis Baker – HP Fairfield

Bids were opened at the Public Works Department on Friday, June 9 at 11:00 am. Staff is recommending the low bid that meets specification from Freightliner of Maine for the Ten Wheel plow truck in the amount of \$190,740.00 with trade. Staff is also recommending the low bid that meets specification from O'Connor Motor Co. for a Single Axle plow truck in the amount of \$166,632.00 with trade. These two trucks were approved in the FY/18 CIP budget 21204-60603 as leases.

O'Connor

10 Wheeler 2018 Western Star
Price: \$219,855.00
Trade: \$28,033.00
Total: \$191,822.00

Single Axle 2018 Western Star (Staff recommendation)
Price: \$186,665.00
Trade: \$20,033.00
Total: \$166,632.00

Portland North

10 Wheeler International w/ HP Fairfield
Price: \$219,434.00
Trade: \$20,000.00
Total: \$199,434.00

Single Axle International w/ HP Fairfield
Price: \$185,622.00
Trade: \$12,000.00
Total: \$173,622.00

10 Wheeler International w/ Viking (Does not meet specifications)
Price: \$213,195.00
Trade: \$20,000.00
Total: \$193,195.00

Single Axle International w/ Viking (Does not meet specifications)
Price: \$181,285.00
Trade: \$12,000.00
Total: \$169,285.00

Freightliner

10 Wheeler Freightliner w/ HP Fairfield (Staff recommendation)

Price: \$218,740.00

Trade: \$28,000.00

Total: \$190,740.00

Single Axle Freightliner 114SD w/ HP Fairfield

Price: \$189,481.00

Trade: \$20,000.00

Total: \$169,481.00

Single Axle Freightliner 108SD w/ HP Fairfield (Does not meet specifications)

Price: \$185,976.00

Trade: \$20,000.00

Total: \$165,976.00

10 Wheeler Freightliner 114SD w/ Viking (Does not meet specifications)

Price: \$212,501.00

Trade: \$28,000.00

Total: \$184,501.00

Single Axle Freightliner 108SD w/ Viking (Does not meet specifications)

Price: \$181,639.00

Trade: \$20,000.00

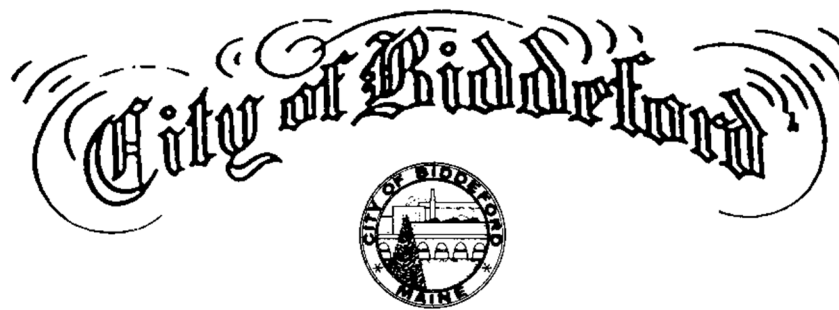
Total: \$161,639.00

Single Axle Freightliner 114 SD w/ Viking (Does not meet specifications)

Price: \$185,114.00

Trade: \$20,000.00

Total: \$165,114.00



2017.68

IN BOARD OF CITY COUNCIL.....JUNE 20, 2017

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2018 Single Axle Western Star plow truck as per bid of June 9, 2017 (the "Equipment") from O'Connor Motor Co. (the "Vendor") and may pay the Vendor an amount not to exceed \$186,665.00 (before discounts valued at \$20,033.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$186,665.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$186,665.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
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NOTE: The Finance Committee will review this item on June 20, 2017 and vote to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY18 CIP budget, with a down payment of \$15,000.00

Bid Opening for a Ten Wheel plow truck and a Single Axle plow truck

Present: Carl Marcotte – Public Works Richard Morrison – Portland North
Kara Cote – Public Works Kevin Barry – O'Connor
Brian Hallowell – Freightliner Travis Baker – HP Fairfield

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Price: \$185,114.00

Trade: \$20,000.00

Total: \$165,114.00

**Biddeford Public Works
371 Hill Street
Biddeford, Maine 04005
Tel. (207) 282-1579
Fax (207) 286-9395**

BID FORM

Name _____
Address _____
City _____
Phone # _____

Items:

- | | |
|--|------------------|
| 1. 1989 Wacker 1000 lbs. self- propelled roller | Bid Amount _____ |
| 2. 1988 Crafc0 model 100 heated crack sealing unit | Bid Amount _____ |
| 3. 2000 John-Deere 345 riding mower with extra deck and parts | Bid Amount _____ |
| 4. 8 foot Century Pick-up truck cap | Bid Amount _____ |
| 5. 2005 Big-Tex trailer model 50 LA-1 | Bid Amount _____ |
| 6. 1985 Boston Whaler boat and trailer (boat is not safe to be used) | Bid Amount _____ |
| 7. 2001 Freightliner/Thomas School bus Ser#4UZAAXAK21CJ21988 | Bid Amount _____ |

Signature _____ **Date** _____

All items are to be sold, as is where is no warranties. Bidders will have 2 weeks to pick up items after bids are awarded. Payment must be received prior to pick up. Only money orders or certified checks will be accepted. Sealed bids will be accepted at the Biddeford Public Works Department, 371 Hill Street, Biddeford Maine, 04005, until Friday July 7, 2017 at 11:00AM. The City of Biddeford reserves the right to accept or reject any or all bids.

Project 1: Center Street (Jefferson to Elm)

- 800 LF of new sanitary sewer
- 800 LF of new storm drain
- Pavement trench patch as needed
- Topo survey already collected by the City, check 10%

Project 2: Main Street (Water to Alfred)

- 800 LF of new storm drain
- Pavement trench patch as needed
- Topo survey required, ROW from tax maps

Project 3: Graham Street (Hannaford to Mason)

- 1,240 LF of new storm drain
- Pavement trench patch as needed
- Topo survey required, ROW from tax maps

Project 4: South Street (Elm to R.R. Tracks)

- 1,400 LF of new storm drain
- Pavement trench patch as needed
- Topo survey required, ROW from tax maps

Project 5: South Street (Westmore to Dearborn)

- 1,660 LF of new storm drain
- Pavement trench patch as needed
- Topo survey required, ROW from tax maps

Project 6: Pool Street (Foss to Parking), Foss Street (Pool to King)

- 550 LF of new storm drain
- Pavement trench patch as needed
- Topo survey required, ROW from tax maps

Project 7: Hills Beach Road (Old Pool to End)

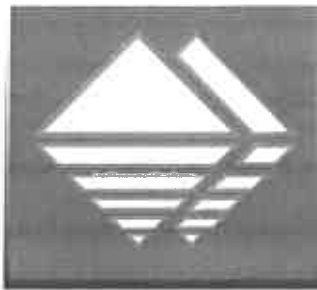
- Select drainage improvements in four areas
- 9,500 LF of roadway resurfacing with cement stabilization and overlay
- Topo survey required, ROW from tax maps



**Rate Schedule
September 2016**

<u>Classification</u>	<u>Hourly Rate</u>
Principal	\$130 - \$165
Project Manager	\$90 - \$130
Senior Engineer	\$90 - \$110
Project Engineer	\$75 - \$95
Design Engineer	\$62 - \$82
Senior CADD Operator/Designer	\$62 - \$105
CADD Operator/Technician	\$48 - \$68
Engineering Intern	\$50 - \$60
Word Processing/Administrative	\$45- \$75
Mileage	IRS Rate
Other Travel Expenses	At Cost
Lodging, Meals, Tolls, etc.	At Cost
Printing and Reproduction	At Cost
Direct Job Costs	At Cost
Outside Consultants	At Cost plus 10%
Expert Testimony (Legal Proceedings)	Twice Hourly Rate

Other Reimbursable Expenses: Project related expenses incurred by Gorrill-Palmer Consulting Engineers, Inc. during the execution of services rendered within the scope of work contracted, such as express deliveries, courier services, and submission fees, will be invoiced at cost.



BH2M

SCHEDULE OF BILLING RATES **January 1, 2017 – December 31, 2017**

		<u>Hourly Rate</u>
Surveyor	-----	\$85
Survey Tech	-----	\$50-\$60
Survey Party	-----	\$115
Principal	-----	\$125
Sr. Project Manager	-----	\$110
Senior Engineer	-----	\$110
Engineer	-----	\$65-\$90
Sr. Designer	-----	\$90
Sr. Drafter	-----	\$50-\$60
Drafter	-----	\$50
Secretarial/Clerical	-----	\$50

Mileage	0.750 per mile
Direct Charges (major expenses, mileage, telephone/fax, postage, printing, etc.)	Cost + 10%
Subcontractors	Cost + 10%
Permit Fees or Review Fees (if paid by BH2M)	Cost + 10%
Large Format B&W Prints	\$2.00 ea
Mylar Prints	\$20.00 ea

**ATTACHMENT 4
BILLING RATES**

Accounting / Billing Classification	Hourly Billing Rates
Principal / Engineering Manager	\$ 206.00
Project Manager and Senior Project Engineer	\$ 167.00
Project Engineer	\$ 97.00
Project Architect	\$ 110.00
Landscape Architect	\$ 105.00
Resident Project Representative	\$ 75.00
Senior Engineering Technician	\$ 85.00
Engineering Technician	\$ 79.00
GIS Technician	\$ 79.00
Architectural Technician	\$ 78.00
Word Processor	\$ 60.00
Office Assistant	\$ 60.00

Table Note: The listed rates are current as of March 2017. They are based on salary costs for Wright-Pierce employees within each classification, multiplied by our salary multipliers. Actual billing rates are based on the actual salary costs of individuals assigned to the project.

**ATTACHMENT 4
BILLING RATES**

Non-Labor Billing Rates	
Description	Job Cost Rate Per Unit
Mileage	IRS Rate
Vehicle Rentals	At Cost
Meals and Tips	At Cost
Room	At Cost
Field Phone	At Cost
Misc. Fees	At Cost
Cadd Bond	\$.15/sq. ft.
Mylar	\$1.00 sq. ft.
Photocopies	\$.10/copy
Printing/Reproduction Cost	At Cost
Total Station Equipment	\$10.00/hour
Survey Auto Level	\$5.00/day
Other Survey Equipment	\$15.00/day
Grade Stakes	\$.45/each
Monuments	At Cost
Field Notebooks	\$10.00/each
Other Field Supplies	At Cost
Other Office Supplies	At Cost
Postage	At Cost
Subcontracts	1.1 x Cost