

City of Biddeford
Finance Committee

April 21, 2020 5:00 PM Via ZOOM

https://biddeford.zoom.us/webinar/register/WN_qg02EkVwSVO0CssyDRkKpQ

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. April 7, 2020 Finance Committee Meeting Minutes
[4-07-2020 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
 - 3.1. Warrant Report for April 15, 2020
 - 3.2. Warrant Report for April 22, 2020
- 4. Discussion/Approval**
 - 4.1. Approval/Lower Main Street Sewer Separation Project
[4-21-2020 Lower Main St Sewer Separation Proj-ORDER.doc](#)
[4-21-2020 Lower Main St Sewer Separation Proj-MEMO.pdf](#)
[4-21-2020 Lower Main St Sewer Separation Proj-BIDS.xlsx](#)
 - 4.2. Approval/Contract for Engineering Services/South Street Sidewalk Improvement Project
[4-21-2020 South Street Sidewalk Improvement-ORDER.doc](#)
[4-21-2020 South Street Sidewalk Improvement-Briefing Memo.docx](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
April 7, 2020
(Due to COVID-19, the meeting was held virtually via ZOOM)

The meeting was called to order at 5:31 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Mike Ready, City Manager James Bennett, Chief Operating Officer Brian Phinney, and City Clerk Carmen Morris.

Councilor Stephen St. Cyr joined at 5:39.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of February 18, 2020

Motion by Councilor Ready to approve the minutes as printed, seconded by Mayor Casavant.

Vote: unanimous.

Motion carried 3-0

The Expenditure Warrant

Motion by Mayor Casavant to approve the Expenditure Warrant, seconded by Councilor Ready.

It was noted that the Warrant included a \$500,000.00 expense for the Mill Redevelopment TIF for the Riverdam Development Project.

Vote: unanimous.

Motion carried 3-0.

Discussion/Approval

Approval to Execute Partner Contracts for the Lead Reduction Program

Motion by Councilor Ready to approve the execution of the Partner Contracts for the Lead Reduction Program, seconded by Mayor Casavant.

Discussion: Mat Eddy introduced Gail Wilkerson, Lead Program Manager. She noted that two contracts are being proposed:

1. A contract with Community Concepts, Inc. of Lewiston, for Lead Program professional and management services, with a total cost not to exceed \$431,000.00.
2. A contract with UNE's Coastal Healthy Communities Coalition Program, for community outreach and resident education services, with a total cost of \$127,578.00.

Councilor Ready had a question on CCI noting they will provide both administrative service along with the lead field work. Gail noted they do both.

Councilor St. Cyr doesn't think we are getting enough units for the money that has been granted. Gail's own observation is that he is correct, and thinks they will get more units than that. They went by HUD's approval of their budget. Councilor St. Cyr asked if there was any risk delaying this for 6 months given the way things are right now. Gail explained she is in contact with her Grant Technical Assistant on this and noted that HUD has not moved time lines for this Grant, and she is unsure as whether they will. They will be having a telephone conference Thursday to discuss it. There may be some forgiveness in the timeline so they will have a full 3 year period so they can conduct the number of units of abatement that they are committed to.

Councilor McCurry noted that almost a third of the grant money is going toward overhead for managing the project. Gail explained that the amount going to the abatement contractors is \$1.3 million. She explained what her role is coordination of the Grant, making sure we are all committed to hitting the benchmarks committed to HUD, and all is in compliance.

Mat Eddy explained we are starting this program from scratch and we will learn a lot and train workers so eventually we can deliver this internally. The goal is to deliver this program ourselves in a few years.

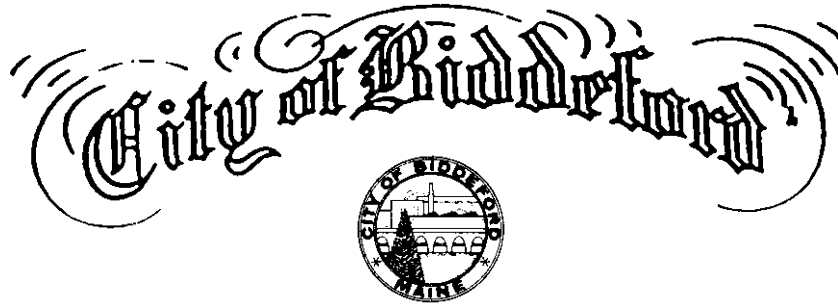
Vote: unanimous.
Motion carried 4-0.

Other Business

Councilor St. Cyr would like to see more fiscal information, budget amounts to actual expense amounts. Also, he asked what the plan is going forward for working on next year's budget and approving it.

The City Manager will provide an update during the City Council meeting.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.
Vote: unanimous.
Motion carried 4-0.
Adjourned at 5:59 p.m.



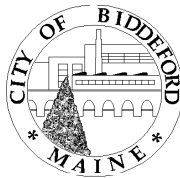
2020.21

IN BOARD OF CITY COUNCIL...APRIL 21, 2020

BE IT ORDERED, that the City Manager or his designee be authorized to sign a unit cost contract with Design Dwellings, Inc. DBA DDI Construction of Gorham, Maine for the construction of the Lower Main Street Sewer Separation Project as per the bid submitted and opened on March 30, 2020, in the amount of \$ 786,160. Funding for this work is from the Sewer Separation Bonds approved by voters and as provided for in Fund 402 and Fund 411, account Code number 31153.

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NOTE: The Finance Committee will review this item at their April 21, 2020 meeting.



City of Biddeford, Maine

TO: Finance Committee and City Council

FROM: Tom Milligan, P.E. City Engineer

DATE: April 14, 2020

SUBJECT: Lower Main Street Sewer Separation Project

Cc: Alan Casavant, Mayor; James Bennett, City Manager; John McCurry, Council President; Jeff Demers, Director of Public Works; Alex Buechner, WWTP Superintendent

The City of Biddeford requested bids by public advertisement in the Portland Press Herald for the above named project. The bid advertisement was also posted on the City of Biddeford's Web Site. The bids were opened on March 30, 2020.

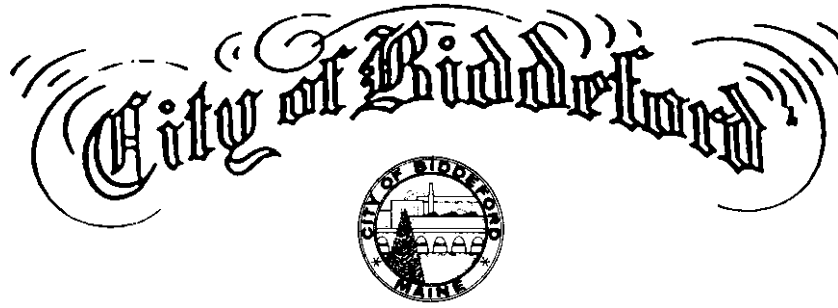
The project work area is on Lower Main Street from Water Street to Alfred Street. A location map is enclosed.

The project is a sewer separation project being constructed to reduce the city's combined sewer overflows (CSOs). The project involves separating the current one pipe combined sewer carrying both stormwater and sewage in a single pipe into a two pipe system with one pipe carrying wastewater and one pipe carrying stormwater. The project is being completed as part of the City's consent decree with MeDEP and as outlined in the City's CSO sewer separation master plan.

Three (3) earthwork construction firms reviewed the plans and specifications for the work. Three (3) firms submitted a bid for the project. Bidding results are attached. DDI Construction, of Gorham, Maine submitted the lowest bid of \$ 786,160.00 (see bid tabulation sheet attached). Based on a review of the bids, and review of references and discussions with officials involved on previous similar sized projects, DDI Construction appears to be qualified to perform the work. Therefore, Staff recommends that DDI Construction be awarded the contract work.

The contract is a unit cost contract and only those items supplied and installed will be paid. Funding for this work will come from the voter approved CSO Sewer Separation bonds, the funding is provided in Fund 402, and Fund 411, account Code 31153.

The project is on a schedule track to have the work completed this year on advance of the MDOT Maine Street paving early next year. Therefore, staff is respectfully requesting both the Finance Committee and City Council review and take action on the project at their April 21, 2020 meeting.



2020.23

IN BOARD OF CITY COUNCIL..APRIL 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the award of contract to Maine-Land Development Consultants for the survey, engineering, design, bid package and construction documents for the South Street Sidewalk Improvement Project, in an amount not to exceed \$12,500.00. This project will be funded with CDBG Funds.

NOTE: This item will be considered at the April 21, 2020 Finance Committee meeting.



City Council/Finance

Meeting Date: April 21, 2020

Meeting Time: 6:00

Agenda Item No: 2020:23

Item Description: Award Contract for South Street Sidewalk Improvement Project

Submitted by: Mathew Eddy

Supporting Information/Documentation: See Below and attached bid document

Key Terms: Award Contract for Survey, Design, Engineering, Bid Package and Construction Documents for South Street Sidewalk Project

Executive Summary: It was determined in our Year 2 Action Plan that the South Street sidewalks between Kossuth and Elm (except the new sidewalks in front of the park), on both sides, should be reconstructed. This reconstruction project involves the sidewalks, resetting of granite curbing, ADA ramps on corners, and crosswalks where determined. To move forward, survey, design, engineering, and bid package and construction documents are needed. An RFP was published in the Portland Press and bids were opened on March 23rd. The following are the bids that were received:

Maine-Land Development Consultants	\$12,500
Dubois King	\$15,870
Ranson	\$20,430
HEB	\$23,315
Wright Pierce	\$34,800

Detailed Review: Interviews were held with the two lowest bidders. It is recommended that the lowest and most responsible bidder, Maine-Land Development Consultants, Inc., P.O. Box Q, 69 Main Street, Livermore Falls, Maine 04254, be awarded the contract. They are a full service engineering firm with staff that have worked with CDBG funds in the past.

Funding Source: CDBG

Staff Recommendation: Linda Holmes