



**City of Biddeford  
Finance Committee**

December 17, 2024 at 5:00 PM  
City Hall Council Chambers & Zoom

[Click to Join Zoom Meeting Online](#)

Or call in by phone: +1 312 626 6799

Meeting ID: 952 9099 1128

Passcode: 615607

1. Call to Order
2. Approval of Minutes
3. Signing of the Expenditure Warrant
4. Discussion/Approval
  - 4.a Approval/City Hall Renovation Project Dusc Construction Change Order
  - 4.b Approval/City Hall Renovation Project - Owner's Rep/Project Manager Fee
5. Other Business
6. Adjourn



## Finance Committee

---

**Meeting Date:** December 17, 2024  
**Meeting Time:** 5:00 PM  
**Agenda Item No:** 4.a  
**Item Description:** Approval/City Hall Renovation Project Dusc Construction Change Order  
**Submitted By:** Brian S. Phinney, COO

**Supporting Information/Documentation:**  
20241217 OCO 010 - Remobilization Charges

**Key Terms:**  
N/A

**Executive Summary:**

Approval of this item authorizes payment for a change order covering remobilization costs due to installation of a water service line to supply water to the new sprinkler and alarm system.

**Detailed Review:**

The City Hall Renovation Project included a new fire alarm system and charged fire suppression system for Biddeford City Hall. As noted during the October 1 Finance meeting, installation of the fire service line was excluded from the original bid to unknowns within and adjacent to Adams Street as well as the schedule for stormwater separation activity in the area. This work has been completed, however since there was a delay in implementation the Ducas crew and applicable subcontractors required remobilization to the site to complete the fire alarm and sprinkler service and electrical connections. This change order reflects the associated remobilization costs and adjustments.

**Funding Source:**

The amount requested is \$4,646.30. The expense will be charged to the City Hall Renovation project with the overage assigned to the FY24 Surplus.

**Staff Recommendation:**

Staff recommends approval of the request.



40 Center Street  
Suite 1  
Scarborough ME 04074  
(207)-303-0634

# Change Request

Request#: 16

Request Date: 10/24/2024

OCO 010 R1 - Remove Cost for Life Safety Systems

License:

To: City of Biddeford  
205 Main Street - Suite 207  
P.O. Box 586  
Biddeford ME 04005

Project: 297  
Biddeford City Hall  
205 Main Street - Suite 207  
P.O. Box 586  
Biddeford ME 04005

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached ☐

Ordered By: 44 Annie Tremaine

Customer Order: 2022155

Specifications Attached ☐

| Item # | Description of Work                                                                                                                                                                                                                                                   | Requested Value |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1      | Fire Sprinkler Remobilization<br>Additional mobilization and fittings required to install the suction pipe once the underground pipe is run into the fire pump room. Value is Sub Cost \$2,119 + 5% OH + 5% Fee = \$2,336.20                                          | 2,336.20        |
| 2      | Electrical and Fire Alarm Remobilization<br>Additional mobilization once the fire sprinkler system is fully operational to bring the new fire alarm system that is tied into the new sprinkler system online. Value is Sub Cost \$2,118 + 5% OH + 5% Fee = \$2,335.10 | 2,335.10        |
| 3      | Ducas Remobilization Fee<br>Ducas Supervision During Final Connections                                                                                                                                                                                                | 1,500.00        |
| 4      | Remaining Bell Restoration Allowance<br>Remaining balance from the Bell Restoration Allowance.                                                                                                                                                                        | -1,525.00       |

## Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

4,646.30

|                                                                |              |
|----------------------------------------------------------------|--------------|
| The original Contract Sum was .....                            | 3,653,698.00 |
| Net change by previous Change Orders .....                     | 403,452.17   |
| The Contract Sum prior to this Change Order .....              | 4,057,150.17 |
| The Contract Sum will be changed by this Change Order .....    | 4,646.30     |
| The new Contract Sum including this Change Order will be ..... | 4,061,796.47 |
| The Contract Time will be changed by .....                     | 0 Days       |

Owner: Brian S. Runney

Date: 12/12/24

Contractor: Annie Tremaine

Date:

Architect: \_\_\_\_\_

Date: \_\_\_\_\_



**From** Life Safety Fire Protection, Inc.  
97 Lower Jaffrey Road  
Dublin NH 03444  
1-877-433-3300  
<https://www.lifesafetyfire.com/>  
If you have any questions or concerns  
please reach us at  
servicelocation14@encorefireprotection.com

**Quote No.** 2105905  
**Type** Repair  
**Prepared By** Jeffrey Denis  
**Created On** 10/24/2024

**Quote For** **Ducas Construction**  
Biddeford City Hall  
205 Main Street  
Biddeford ME 04005

## Description of Work

### Change Order #3

#### Change Order Description

1. Due to a delay in the underground installation, a coordination meeting was required to establish an entry location into the building to allow for the fire pump to be installed prior to the underground installation. Additional mobilization was required to install the suction pipe once the underground pipe is run into the fire pump room.

## Services to be completed

### Sprinkler

Connect incoming underground to installed fire pump.

**GRAND TOTAL** **\$2,118.72**

## Terms and Conditions

### Warranty:

Life Safety Fire Protection, Inc. (Company) warrants that all materials and equipment shall be new and that all work shall be of good quality, free from faults and defects for a period of one year from the date of completion.

### Terms:

1. Payment terms are NET 30 with no retainage.
2. In the event customer fails to make payment pursuant to this proposal (this Proposal), Customer agrees that Customer shall be entirely responsible for any and all costs of collection, including, but not limited to attorneys fees.
3. Unless otherwise specified, all installations (the Services) will be conducted between Monday & Friday, 7:00am 3:30pm Eastern Standard Time. Customer shall be subject to a minimum service charge for scheduled installations cancelled without a 24hr notification.
4. Company shall be admitted into all areas of the Premises for the purpose of providing the Services. Appropriate and reasonable notice will be given by Customer to any occupant and notify all parties that may be affected by alarms initiated during installation. This may include parties such as the building occupants, the fire alarm system monitoring company, and the public fire service.
5. Customer may not transfer or assign this Proposal.
6. If a dispute arises out of or relates to this Proposal, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure.
7. Customer assumes the entire responsibility and liability for and shall defend, indemnify and hold Company, its agents, employees and officials (hereinafter Indemnitee) harmless from any and all claims, demands, damages, expenses, losses, fines, penalties or liabilities (collectively, Claims), arising from, resulting in any manner directly or indirectly from, or connected with, Companys performance of the Services. Customers obligation to defend,



## Finance Committee

---

**Meeting Date:** December 17, 2024

**Meeting Time:** 5:00 PM

**Agenda Item No:** 4.b

**Item Description:** Approval/City Hall Renovation Project - Owner's Rep/Project Manager Fee

**Submitted By:** Brian S. Phinney, COO

### **Supporting Information/Documentation:**

None

### **Key Terms:**

N/A

### **Executive Summary:**

Approval of this item increases the not-to-exceed total for the City Hall Renovation Project owner's rep/project manager from \$30,000 to \$31,007.

### **Detailed Review:**

Phil Radding was assigned as the owner's rep/project manager under Order 2021.117 at a rate not to exceed \$550/day. As part of the deliberation there was a request to cap the project cost at \$30,000, requiring additional approval for charges in excess of this amount.

The City Hall Renovation Project included a new fire alarm system and charged fire suppression system for Biddeford City Hall. As noted during the October 1 Finance meeting, installation of the fire service line was excluded from the bid due to unknowns within and adjacent to Adams Street as well as the schedule for stormwater separation activity in the area. This work has been completed. However, since there was a delay in implementation, the Ducas crew and applicable subcontractors required remobilization to the site to complete the fire alarm and sprinkler service and electrical connections. This has extended the project impacting the owner's rep/project manager's time as well. The estimated additional funding is not-to-exceed \$1,007 for a total not to exceed \$31,007 to complete the project.

### **Funding Source:**

The expense exceeds the original not-to-exceed value of \$30,000 by \$1,007. The expense will be charged to the City Hall Renovation project with the overage assigned to the FY24 Surplus.

**Staff Recommendation:**

Staff recommends approval of the increase in the not-to-exceed amount.