

CITY OF SANFORD, MAINE

CONSTRUCTION MANAGEMENT SERVICES

BID DATE: WEDNESDAY, SEPTEMBER 2, 2020 @ 11:00 AM

PROPOSAL FORM

TO: RFP: Construction Management Services
City Manager Office, City Hall, City of Sanford
919 Main Street
Sanford ME 04073

Having carefully examined the existing conditions affecting the work, we, the undersigned, hereby agree to provide construction management services and cause to construct, install, build, pave, cut, trench, lay, wire, plant, and finish the proposed project in accordance with the notice to contractors and final approved proposed plan dated **August 6, 2020** as prepared by the City of Sanford and that the undersigned will accept in full payment thereof of the following sums and schedules to wit:

CONSTRUCTION MANAGEMENT SERVICES (attach general conditions, additions, or exclusions)	9 % (percentage) of project cost
--	-------------------------------------

ESTIMATED PROPOSED PROJECT COST (inclusive of Construction Management Services) (The proposed project does not include the installation of light poles and luminaires, but does include preparing light bases for poles by wiring to the pole bases as necessary. The installation and connection of poles and fixtures is under a separate contract.)	
1. Public Parking Plaza Improvements (see proposed plan)	
520 LF	Electrical cable and conduit
4	Base for decorative light
3	Base for parking lot area light
2	Monument sign electrical box
2,370 SF	Concrete walkway paving
1,310 LF	Slip-form concrete curbing
275 SF	Brick or masonry paving
7	Ulmus Americana trees
15	Malus 'Spring Snow' trees
486	Rhus aromatic 'gro-low' shrubs
98	Calamagrostis x acutiflora 'karl foerster' grass
1,555 SF	Wildflower farm's eco-lawn grass seed
SUBTOTAL – Public Parking Plaza Improvements	\$ 355,000

FIRM NAME	Main-Land Development Consultants, Inc.
INDIVIDUAL NAME	Eric Labelle, PE
TITLE	Senior Engineer
LEGAL ADDRESS	357 Route 1 Falmouth ME 04105
PLACE OF BUSINESS	357 Route 1 Falmouth ME 04105
FIRM'S IRS ID #	01-0325743
DATE	08-31-2020
TELEPHONE #	207-897-6752
FAX #	207-897-5404
E-MAIL ADDRESS	eric.labelle@main-landdci.com
SIGNATURE	

REQUEST FOR PROPOSAL

Prepared for the City of Sanford



CITY of SANFORD

Downtown Parking Plaza Improvement Project

Main-Land Municipal
Services Eric Labelle, PE

eric.labelle@main-landdci.com

TABLE OF CONTENTS

LETTER OF SUBMITTAL	SECTION 1
BID ADMINISTRATION	SECTION 2
CONSTRUCTION ADMINISTRATION	SECTION 3
MUNICIPAL EXPERIENCE	SECTION 4
COMPANY QUALIFICATIONS	SECTION 5
PROJECT MANAGER AND STAFF	SECTION 6
PROPOSAL FORM	SECTION 7

"Our success can only be measured by the success of those we serve."

- Darryl Brown, Founder



Main-Land

ENGINEERS, SURVEYORS, SCIENTISTS

Development
Consultants, Inc.

P.O. BOX Q LIVERMORE FALLS, ME 04254
and
367 Route 1, Falmouth ME 04105
TEL: (207) 897-6752/FAX: (207) 897-5404
WWW.MAIN-LANDDCI.COM

September 1, 2020

City of Sanford, Maine
919 Main Street
Sanford, Maine 04073

Attn: Ian Houseal, Economic Development Director

Subject: Proposal for Sanford Downtown Parking Plaza Improvements

Dear Mr. Houseal,

Thank you for considering Main-Land Development Consultants, Inc. (Main-Land) as a potential consultant for this project. Please accept this letter and following package as Main-Land's proposal for Construction Services for the Downtown Parking Plaza. Main-Land has worked with many municipalities throughout Maine to great success.

Main-Land strives to be and has been characterized by our clients as "the friendly consultant". We take joy in serving our clients well and creating lasting relationships. In addition to our friendly, professional service, we endeavor to be humble surveyors and engineers that recognize we work on *your* project, at your direction. In practice, this means recognizing that there may be a multitude of planning solutions that address an issue satisfactorily and that our clients may have constraints in addition to that of simply fixing the problem. As designers we are flexible and receptive to your requests and direction. We observe that the humility to accept this direction is sometimes lacking within our profession and suspect it is a quality you'll find valuable with our services.

Main-Land offers a suite of in-house services. Within the company, we have survey, civil engineering, hydrology, environmental mapping, forest management planning, soil classification and mapping, and permitting. We also recognize that some projects may have some additional complexities or nuances of services requested. This may require us to invite other industry professionals to assist in arriving to a final solution. **In the case of this project, Main-Land has the professional staff to complete the services with in-house staff.**

Thank you for the opportunity to submit this proposal of qualifications for your consideration.

Sincerely yours,

Eric J. Labelle, P.E., Senior Engineer

CONTRACT AND BID ADMINISTRATION

MAIN-LAND has worked with CDBG contracts and welcomes the opportunity assist you in developing specifications, contracts, and advertisement of the project for bid.

MAIN-LAND will perform bid administration services for the project based on the contract documents provided during design phase of work. This work will include:

- developing technical specifications
- developing front end documents including contract
- notifying York County DBEs
- advertising in Dodge Analytics
- print manuals for contractors
- respond to requests for information (RFI)
- publish addenda as necessary
- attend public bid opening
- bid negotiations as necessary
- review bids and make recommendations to the Owner

MAIN-LAND does not anticipate providing record drawings for this project, but can provide surveyed “as built” plans, as additional work at CLIENT request.

MAIN-LAND does not anticipate materials testing for independent quality control. MAIN-LAND instead typically incorporates materials testing and reporting by the Contractor into the project contract documents. MAIN-LAND will review and verify compliance with design and specification.

Deliverables: MAIN-LAND will provide a package including but not limited to Project manual/bid book, bids tabulation, CDBG document records.

CONSTRUCTION ADMINISTRATION

MAIN-LAND has worked with many of the site contractors to great success and maintains good working relationships. A Maine company since 1974, Main-Land has worked with many Maine communities. We are adept at designing and managing such projects.

MAIN-LAND will perform construction administration/inspection services for the project based on the contract documents provided during design phase of work. This work will include:

- perform pre-construction meeting with CLIENT and Contractor including requisite CDBG questions
- review of shop drawings against design and specification
- respond to RFI (request for interpretation), if necessary
- review, coordinate with CLIENT, and process COP (change order proposals), if necessary
- review and approve contractor payment requisitions
- will conduct wage interviews
- inspect construction progress and assess quality of work at pre-determined critical points in construction
- review compaction and concrete testing results, submitted by Contractor
- provide construction inspection reports and punch lists
- conduct project closeout

MAIN-LAND does not anticipate providing record drawings for this project, but can provide surveyed “as built” plans, as additional work at CLIENT request.

MAIN-LAND does not anticipate materials testing for independent quality control. MAIN-LAND instead typically incorporates materials testing and reporting by the Contractor into the project contract documents. MAIN-LAND will review and verify compliance with design and specification.

Deliverables: MAIN-LAND will provide a package including but not limited to reviewed and approved shop drawings, RFI, CO, requisitions, inspection reports, punch lists, notice of substantial completion, notice of final completion, and CDBG record keeping.

OUR MUNICIPAL CLIENTS

- Andover
- Auburn
- Augusta
- Avon
- Bethel
- Buckfield
- Casco
- Chesterville
- Farmington
- Fayette
- Freeport
- Frye Island
- Greenwood
- Greene
- Hanover
- Harrison
- Jay
- Kingfield
- Leeds
- Limerick
- Livermore Falls
- Livermore
- Mechanic Falls
- Mexico
- Newry
- North Yarmouth
- Oxford
- Peru
- Portland
- Phillips
- Rangeley
- Readfield
- Roxbury
- Rumford
- Sumner
- Temple
- Turner
- Vassalboro
- Wilton
- Windham
- Woodstock
- Yarmouth

OUR COMPANY

Main-Land Development Consultants, Inc. (Main-Land) is a multi-service, multi-market land investigation, planning, development and municipal consulting firm located in Livermore Falls, Maine.

Why Select Our Team?

Main-Land performs professional engineering and land planning services, including:

- Civil Engineering
- Land surveying and GIS mapping
- Environmental sciences
- Site evaluations
- Soils mapping
- Regulatory permitting
- Geology
- Hydrogeology
- Other land planning services

Main-Land provides services for many communities, its citizens, and the businesses they support. Our diverse experience provides us the ability to have a balanced approach to design and construction.

Here are examples of the types of clients:

- Municipalities
- Residential developers
- Home owners
- Commercial businesses and developers, from McDonalds to the Oxford Casino
- Churches
- Hospitals
- Golf courses
- Marinas
- Industries and industrial park developers
- Insurance companies
- Land managers
- Ski resorts
- Gravel pit owners
- The State of Maine
- Schools
- Land conservation groups

Main-Land has state-wide experience, with projects from Kittery to Fort Kent, from Bethel to Eastport. Main-Land has been in business since 1974. We have the experience, knowledge, equipment, and technology to get your land project completed.



OUR MISSION STATEMENT

“Main-Land helps people add value to their land: *to understand it, develop it, and protect it*, recognizing that our success can only be measured by the success of those we serve.”

Main-Land’s company values are strongly founded on service and professionalism. We recognize projects belong to the Municipality and citizens who engage us to assist them in reaching their goals. Main-Land is your “friendly consultant”! We provide highly technical and professional consulting services at very reasonable costs, but the friendly attitude is free. We develop relationships with our clients so that you will enjoy working with us!

Firm History

Main-Land was founded in 1974 by Darryl N. Brown. Darryl started Main-Land as a Licensed Site Evaluator and Certified Soil Scientist. It was not long before he added surveying and then engineering, serving developers and land-owners throughout the state. Main-Land grew through the years, persevering through several recessions, adding staff for a growing list of clients, and expanding to work throughout the state of Maine.

Darryl was always civic minded. During his tenure as owner and President of Main-Land, Darryl served two terms as a State Representative and helped multiple municipalities, associations, and charitable organizations. In 2010, Darryl decided to start a new

“Our success can only be measured by the success of those we serve.”

- Darryl Brown, Founder

chapter in his career and take up service in State Government. Darryl first served as Commissioner for the Maine Department of Environmental Protection, then as Director for the State Planning Office until its dissolution.

In 2011, Main-Land was purchased by Robert (Bob) L. Berry III. Bob has been with Main-Land since 2004 working as an engineer and project manager. Since the transition, Main-Land continues to grow, expanding services and growing into new market sectors, while striving to continue with our company values for which Main-Land has always been known.

Main-Land expertly performs the professional land consulting services that our clients require. But Main-Land also has several core philosophies and methodologies that add significant value to our clients' projects.

Project Management

Project management at Main-Land starts with a project proposal. Main-Land makes every effort to provide a useful, informative, and clear proposal that describes what we will do and how we will do it. Many clients use our proposals as a playbook for the consulting process as the project proceeds.

Main-Land will categorize our efforts by Tasks, some of which may include but are not limited to: Base Mapping, Concept Planning, Geotechnical Analysis, Design Development, Permit Application Development, Permitting Process, Construction Documents, Bid Administration, and Construction Administration. Costs for each task will be estimated by staff and our proposals provide a sum of the proposed project cost.

A project accounting of all costs, broken down by Task, is provided to project managers in real time. Project managers track the project expenses, progress, and schedule by task. A brief report of the result is included in correspondence with clients, either with an invoice, or more directly in phone, email, or personal communication.

Our goal is to ensure that projects remain on budget and on schedule. If your project goes over budget without your knowledge it is difficult for us to maintain a good and friendly relationship with you.

Quality Control

Our firm's product is your successful project. Whether it is our performance at a public hearing, a complicated permit application, or detailed construction documentation, the quality of our work is of paramount importance to your success and ours. Therefore, Main-Land assures quality by two methods:

First, Main-Land has a culture of enablement. Our philosophy is that each employee is a well trained and experienced professional in a highly technical field. As such, Main-Land staff are encouraged and required to take ownership of, and pride in, their work in a public way.

Second, Main-Land has a strong quality assurance policy that we put into daily practice. No product of significance leaves Main-Land without in-house peer review. We have found that a relatively small review effort by a second set of trained eyes yields high quality assurance. Quality assurance leads directly to constructability introduction of our projects and your success.

Scheduling and Workload

Main-Land controls our work efforts in order to meet your project's schedule. We handle workload in several effective ways.

First, Main-Land meets weekly for a project coordination staff meeting. All company managers and project professionals are present for the weekly coordination meeting. Discussion topics include reviewing the active projects list, individual project progress discussions, and staff assignment and re-assignment as needed.

Second, every project is assigned a project manager. That project manager is required to monitor project cost, evaluate production progress, predict staffing requirements, and communicate these to management and the client.

Third, many of Main-Land's professionals maintain proficiency in multiple areas of expertise. For example, Main-Land employs a Professional Geotechnical Engineer who is also a Certified Geologist and is proficient in Site Evaluations. In this way, we remain

"Our success can only be measured by the success of those we serve."

- Darryl Brown, Founder

flexible for our client's needs. Staff can be re-assigned as needed to meet a particular project's schedule.

Lastly, Main-Land is the largest multi-discipline land consulting firm native to western Maine, including Oxford, Franklin, Somerset, and Androscoggin counties. We have the staff needed to get the project done successfully and in a timely manner.



Project Coordination and Communication

High levels of technical proficiency are wasted without proper project coordination and communication. Main-Land stresses these important aspects of a successful project.

First, with each invoice, Main-Land will update you on how the project is progressing, itemized by Task. Possible problems and successes with the project will be communicated with you.

Second, a constant and dynamic stream of communication is necessary. In today's integrated world, forms of communication are plentiful and fast. The problem to overcome is initiating and verifying communication. For proper communication, Main-Land stresses friendliness, articulation, honesty, frequency, and documentation. Main-Land often follows up meetings and verbal communications with email or memo summaries. In this way, we catch possible

miscommunications to ensure that our exceptional solutions actually apply to your problem.

Services

Main-Land offers a wide range of land services, including but not limited to:

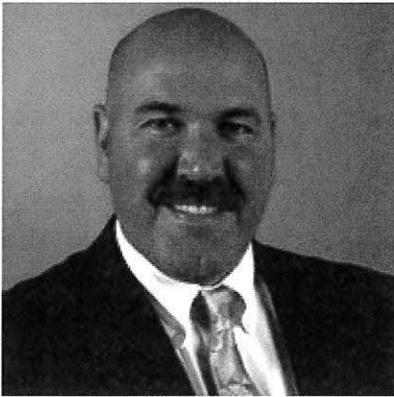
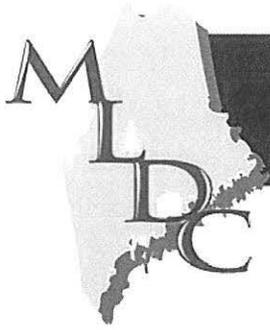
- Site/Civil and Geotechnical Engineering
- Land Survey and GIS
- Site Evaluations
- Environmental Sciences, including evaluating and mapping of Wetlands, Streams, and Vernal Pools
- Soils Investigations and Mapping
- Regulatory Permitting
- Geology and Hydrogeology
- Project Visualization

Main-Land's professional staff have the appropriate state licenses, technical gear, support staff, and the experience to provide you with the service you need.

Further, due to our long working history, Main-Land has a large library of data. Data may already exist for a client's property, minimizing costs. Data may be available near your site, lending support to our findings and conclusions. This historical data has saved some of our clients significant cost and time in the past.

"Our success can only be measured by the success of those we serve."

- Darryl Brown, Founder



Eric J. Labelle, P.E.
Senior Engineer

Education

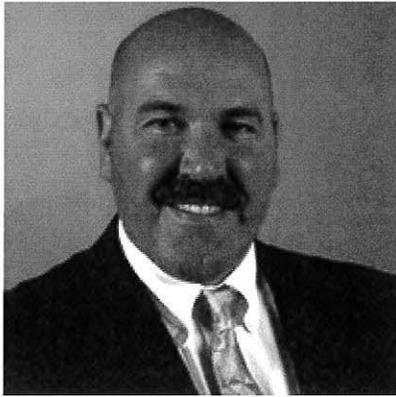
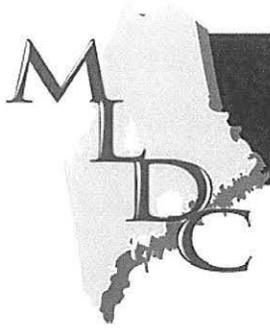
Northeastern University, Boston, Massachusetts – B.S. Civil Engineering
University of Maine – Graduate Engineering and Management Courses

Professional

- Maine Licensed Professional Engineer #7117
- Grade 4 Water Operator, Plant and Distribution, Maine (1995 – 2009)
- New York Licensed Professional Engineer (1993 – 1995)
- Grade 1B Water Operator License for Well Systems, New York (1993 – 1995)

Employment History

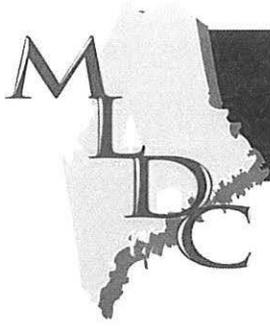
2018 – Present	MAIN-LAND Development Consultants, Inc. <i>2018: Senior Engineer</i>
2015 – 2018	Town of Kennebunk, Maine <i>Director of Public Services</i>
2010 – 2015	City of Portland, Maine <i>Assistant Director of Public Services</i>
2007 – 2010	City of Auburn, Maine <i>Director of Community Services</i>
1999 – 2007	City of Portland, Maine <i>City Engineer</i>
1995 – 1999	Town of Boothbay Harbor, Maine <i>Water System Superintendent</i>
1993 – 1995	Village of Johnson City, New York <i>Director of Public Services</i>
1989 – 1993	Kennebunk Sewer District, Kennebunk, Maine <i>District Engineer</i>



Eric J. Labelle, P.E.
Senior Engineer

Organizations

- American Public Works Association
APWA's Government Affairs
Committee Member (2016 – Present)
APWA's Water Resources Management
Committee Member (2010 – 2016)
Chair (2013 – 2014)
Delegate to the American Public Works Association (APWA)
(2010 – Present)
Public Works Leadership Fellow
- Franco American Heritage Center
Director (2007 – 2010)
- Special Olympics Maine
Sailing Program Coordinator (2007 – Present)
- Sail Maine
Governance Committee Member (2015)



ESTHER K.
BIZIER, P.E.
Project Engineer

EDUCATION

- 2012 University of Maine – B.S. Civil Engineering
- 2008 Livermore Falls High School – Valedictorian

PROFESSIONAL

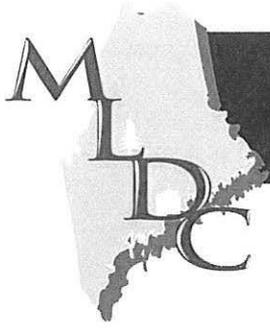
- Maine Registered Professional Engineer #14236
- Maine DEP Certified in Erosion and Sediment Control
- Certified Maine DOT Local Project Administrator

EMPLOYMENT HISTORY

- 5/2011 – Present MAIN-LAND Development Consultants, Inc.
5/2012 – Present: Project Engineer
5/2011 – 8/2011: Engineer Intern (Summer)
- 5/2010 – 8/2010 Maine Department of Environmental Protection
Permit Compliance Inspector (Summer)

PROJECT EXPERIENCE

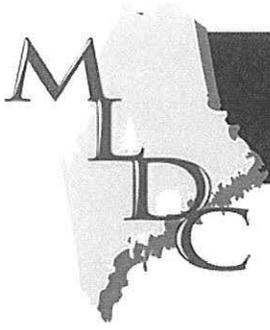
- Caribou Mountain View Subdivision – Bethel, Maine
- Sport Thoma – Bethel, Maine
- NAPA Auto Parts – Bethel, Maine
- Riverweb Farm – Avon, Maine
- Maine DOT Large Culvert Replacement – Anson, Maine
- Oxford Resort Casino – Oxford, Maine
- Skyline Drive Development, Mt. Abram – Greenwood, Maine
- Carry Road Reconstruction – Town of Rangeley, Maine
- Camp Laurel – Mt. Vernon, Maine



ESTHER K.
BIZIER, P.E.
Project Engineer

ORGANIZATIONS

- American Society of Civil Engineers
Maine Section 2nd Year New England Delegate
UMaine Student Chapter Practitioner Advisor
Young Engineer of the Year Award 2017
- Society of Women Engineers
- Maine Paper and Heritage Museum
- J.L.L.F. Chamber of Commerce
Scholarship Golf Tournament Committee



Emily Carrier
Staff Engineer

Education

- 2016 Roger Williams University, Bristol, RI – B.S. Civil Engineering
2012 Rangeley Lakes Regional School – Rangeley, ME

Employment History

- 1/2018– Present MAIN-LAND Development Consultants, Inc.
2018: Staff Engineer
- 2016 – 2018 The Cianbro Companies
Engineer

Organizations

- American Society of Civil Engineers