



City of Sanford, Maine

Office of Community Development

919 MAIN STREET, SANFORD, MAINE 04073
(207) 608-4101



IMPROVEMENTS TO THE CITY STREETLIGHT SYSTEM

September 12, 2019

Amended October 15, 2019

Sir/Madam:

The City of Sanford is soliciting bids from qualified firms for improvements to the city streetlight system including transfer of ownership to the City's control, installing Light Emitting Diode (LED) streetlights system-wide, and maintaining the system after the project is complete.

In addition, the City of Sanford owns a utility pole-mounted fiber optic broadband network and is interested in selecting a contractor that can facilitate the selection and installation of a luminaire that could be integrated with that network on or in the luminaire using either propriety or nonproprietary technology.

Bids will be received in the office of the City Manager until Wednesday, November 6, 2019 at 11:00 a.m. at which time they will be publicly opened and read aloud on the enclosed specifications.

There will be a **mandatory** pre-bid meeting conference call held on Wednesday, October 2, 2019 at 11:00 a.m. to register interest in the bid. Attendance at this meeting by the bidder or his/her qualified representative is a **mandatory** requirement for acceptance of a bid from that contractor. Conference call number can be obtained from Ian Houseal, Director of Community Development by email at least one day prior to the meeting at iphouseal@sanfordmaine.org.

There are two planned rounds of *questions and answers* concerning the anticipated project. Questions may be submitted no later than the close of business on Wednesday, October 9, 2019 and Wednesday, October 23, 2019. Answers to questions or any addenda will be provided in writing to the bidders. Acknowledgement of the addenda is required on the bid form.

The City of Sanford reserves the right to accept or reject any and all bids. Please use a sealed envelope clearly marked for the City of Sanford, Improvements to the City Streetlight System when submitting your bid.

Sincerely,

Ian Houseal
Director of Community Development

CITY OF SANFORD, MAINE

IMPROVEMENTS TO THE CITY STREETLIGHT SYSTEM

BID DATE: WEDNESDAY, NOVEMBER 6, 2019 @ 11:00 AM

PRE-BID: WEDNESDAY, OCTOBER 2, 2019 @ 11:00 AM

NOTICE TO CONTRACTORS

Bids for improvements to the city streetlight system will be accepted by:

Ian Houseal
Director of Community Development
City Manager's Office, 3rd Floor
City Hall, 919 Main Street
Sanford ME 04073

until **11:00 a.m. on Wednesday, November 6, 2019** at the City Manager's Office at City Hall, Sanford, Maine 04073 at which time bids shall be opened publicly.

SPECIAL NOTICE: Pre-bid meeting conference call on **Wednesday October 2, 2019 at 11:00 a.m.** Attendance at this meeting by the bidder or his/her qualified representative is a mandatory requirement for acceptance of a bid form from that contractor. Conference call number can be obtained from Ian Houseal, Director of Community Development by email at least one day prior to the meeting at iphouseal@sanfordmaine.org.

1. INTRODUCTION

The City of Sanford is soliciting bids from qualified firms for improvements to the city streetlight system including transfer of ownership to the City's control, installing Light Emitting Diode (LED) streetlights system-wide, and maintaining the system after the project is complete. The contractor will be expected to provide a "turn-key" project by implementing the removal, replacement, or installation of all street lighting in the city, estimated at approximately 865 fixtures. The contractor will provide financing options, labor, material, supplies, equipment, facilities, disposal, photometric analysis, digital reports, processing for all utility rebates and rate schedules, and maintain the streetlight system. The project will include replacing mostly cobra head-style luminaires mounted on shared-use utility poles, adding cobra-head-style luminaires in some locations on shared-use utility poles, and removing unnecessary luminaires from some poles. The project may also include replacing or retrofitting decorative-style luminaires or fixtures based on available technology and cost.

In addition, the City of Sanford owns a utility pole-mounted fiber optic broadband network and is interested in the selection and installation of a luminaire that could be integrated with that network on or in the luminaire using either propriety or nonproprietary technology. (See

2. OBJECTIVES

The objectives for this project include the following:

- Finance the project through energy savings and produce a positive cash flow during the first full year and all subsequent years.
- Provide orderly illumination and a specifically designed system throughout the city and provide appropriate light-levels in the urban core.
- Reduce the environmental impact of the street lighting system (e.g. reducing mercury-vapor lamps currently in the system).
- Reconcile utility bills with infield data found in the GIS layer to identify any billing errors in the City's records.
- Minimize future costs in maintaining and replacing streetlights.
- Integrate the street lighting system with the City-owned broadband system.

3. BID SECURITY

A bid bond is not required for this project. Any bid may be withdrawn by the bidder prior to the time scheduled for receipt of bids. No bid may be withdrawn within 90 days of the bid opening.

4. AWARD OR REJECTION OF BIDS

The City may consider informal, any bid not prepared and submitted in accordance with the provisions hereof and may waive any formalities prior to the above scheduled time of opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Award shall be based on the most responsive, advantageous and responsible bid.

In submitting bids under the specifications described herein, bidders should take into account all discounts; the City is exempt from the State's sales tax and use tax as well as all Federal excise taxes.

5. QUALIFICATION OF BIDDERS

The City may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all such information and data for this purpose as City may request. The City reserves the right to reject any bid if the evidence submitted by, or the investigation of, the bidder fails to satisfy the owner that the bidder is properly qualified to carry out the obligations of the contract and to satisfactorily complete the work included therein.

During the bid evaluation, the City expects to interview the contractor and see demonstrations of proposed luminaires, and may request supplemental information.

6. SUBMISSION REQUIREMENTS

Proposals must be submitted by email, or in some readily transferable electronic format, or in a sealed envelope bearing on the outside the name of the bidder, address and the name of the project. If forwarded by mail, the sealed envelope, containing the proposal and marked as directed above, must be enclosed in another envelope, addressed as specified in the proposal form. Submitted proposal must also include the following:

1. A cover letter introducing the contractor, explaining the approach that was taken with the submission and that will be taken during the project including the maintenance of the system after the project is complete.
2. A maximum of 5 descriptions of relevant and similar projects completed.
3. A minimum of three current references including contact information for the completed projects cited above.
4. A description of the contractor's experience and ability to facilitate tax-exempt municipal leasing ~~or~~ OR performance contracting with energy savings stipulated as would pertain to this project. There is no obligation that a proposal include both financing options.
5. Completed bid form with luminaire and equipment specifications, warranties, and testing reports attached. Bids must be submitted on the actual form furnished herewith. All blank spaces for prices must be filled in, in ink or word processor. The bid form is intended to be inclusive of all cost to complete all work associated with the project as herein described, whether specifically stated or not.

7. ADDENDA AND INTERPRETATION

No interpretation of the meaning of the specifications or other documents will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the Director of Community Development.

There are two planned rounds of *questions and answers* concerning the anticipated project. Questions may be submitted no later than the close of business on Wednesday, October 9, 2019 and Wednesday, October 23, 2019. Answers to questions or any addenda will be provided in writing to the bidders.

8. OBLIGATION OF BIDDERS

At the time of the opening of bids, each bidder will be presumed to have inspected the sites and to have read and to be thoroughly familiar with the Specifications (including all Addenda). The City intends to select one contractor and complete the project in full as described in an expedited manner. The failure or omission of any bidder to receive or examine any form, instrument or documents shall in no way relieve any bidder from any obligation in respect to his/her bid.

9. TIME LINE

Once authorized, the contractor shall execute the work continuously until completion. Designated available date to be determined by the Director of Community Development.

Pre-Bid Conference Call	11:00 a.m. on Wednesday, October 2, 2019
First Round Questions Due	11:00 a.m. on Wednesday, October 9, 2019
Second Round Questions Due	11:00 a.m. on Wednesday, October 23, 2019
Bids Due	11:00 a.m. on Wednesday, November 6, 2019
Contractor Interviews on or before	Wednesday, December 11, 2019
Notice of Award on or before	Wednesday, January 8, 2020
Notice to Proceed on or before	Wednesday, February 5, 2020
Estimated Completion date	Wednesday, July 1, 2020 2021

10. CLAIMS

The City of Sanford will not be held responsible for any damages or injuries arising out of any activity with regard to this project. Any related claim will be referred to the Contractor. The Contractor may wish to make personal restoration within a reasonable amount of time at the City's satisfaction or process a claim with their insurance carrier.

INSURANCE: The Contractor shall furnish proof of coverage with adequate insurance of the types and to the limits specified below naming the City of Sanford as additional insured. Certificate of such insurance shall be filed with the Director of Finance within 5 days of Notice of Award. Notice to Proceed will not be issued until the Certificate of Insurance is filed to the satisfaction of the Director.

WORKERS' COMPENSATION: Workers' Compensation, coverage with Statutory Limits and Employers Liability for all employees with limits of \$400,000 per incident; and in case any work is sublet, the Contractor shall require the sub-contractor similarly to provide coverage for the latter's employees unless such employees are covered by the protection afforded the Contractor.

AUTOMOTIVE LIABILITY INSURANCE: Automotive Liability insurance with minimum limits of liability for bodily injury in the amount of \$400,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate.

GENERAL LIABILITY INSURANCE: General Liability insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate, or a combined single limit of \$500,000 for each occurrence, including completed operations shall be required. *"In the event of cancellation, change or expiration of any of the foregoing policies, ten (10) days written notice will be mailed to the City."*

11. PAYMENTS

Progress payments shall be made on a monthly basis for work completed based on a percentage of the total project. Contractor shall submit payment requisitions with an estimate on percent of completion. Amount completed to be determined by Director of Community Development.

CITY OF SANFORD, MAINE

IMPROVEMENTS TO THE CITY STREETLIGHT SYSTEM

BID DATE: WEDNESDAY, NOVEMBER 6, 2019 @ 11:00 AM

PRE-BID: WEDNESDAY, OCTOBER 2, 2019 @ 11:00 AM

SPECIFICATIONS

1) Audit/Project Design Phase

- A. Conduct a detailed investigation of City streetlight and electricity records and equipment sheet (known electrical accounts, streetlight inventory, and net book value is attached as Appendix A, Appendix B, and Appendix C), Central Maine Power Company's (CMP) billing records, and maps or schedules to establish the list of streetlights for replacement; also conduct on-site physical inspections of all streetlights for locations and attributes including latitude and longitude, luminaire physical attributes, pole type and condition, bracket type, luminaire height, and notable obstructions such as tree limbs;
- B. Reconcile City and CMP records to confirm ownership of streetlights;
- C. Develop and submit paperwork for acquisition of streetlights and associated equipment;
- D. Conduct photometric analysis for representative locations on arterial, collector, and local (neighborhood) streets using manufacturer-provided photometric information that represent the range of configurations that exist to verify conditions and present recommendations for specific luminaire to achieve appropriate light-levels.
- E. Design a street lighting system city-wide as specified by the City using a policy similar to the City of Lewiston, Maine (Appendix D), providing appropriate light-levels in the urban core; identify deficiencies in the current streetlight system and recommend improved level-of-service such as equipment removal and installing new streetlights in certain locations;
- F. Calculate then develop a 20-year energy, project cost, and maintenance schedule to ensure the expected outcomes and cost effectiveness of project options.
- G. Present proposed financing options: The City is interested in either a tax-exempt municipal lease or performance contracting with energy savings stipulated.
- H. Conduct a final review of all energy savings and construction cost estimates with the City to ensure accuracy and project design.

2) Construction Phase

- A. Manage deliveries and staging of material to site including secured storage.
- B. Provide traffic control plans as necessary to be reviewed and approved by the City Traffic Engineer.
- C. Furnish and install streetlights and all necessary equipment to complete the project.
- D. Prepare and manage appropriate waste disposal facility and facilitate proper

disposal of waste material including old luminaires. All excess property shall become the property of the contractor.

- E Install luminaires to manufacturer's specifications. Install brackets for new locations as necessary. Provide all necessary equipment including and not limited to hardware, adapters, and any other material necessary for a quality installation.
- F Meet with the City to review installation, work safety, public safety, and waste material handling procedures and requirements.

3) **Closeout Phase**

- A Inspect final work and correct any "punch list" items.
- B Test lights to ensure that they function as designed and provide City with copies of all tests, inspections, permits, and approvals as required by applicable laws. The contractor shall make arrangements for such tests, inspections, permits and approvals.
- C Installed streetlights must be in operation ~~system-wide~~ for a minimum of approximately thirty (30) days prior to acceptance by the City.
- D Train relevant personnel in all aspects of routine operation, maintenance, and safety.
- E **Record Documents** – Provide post-construction ("as-built") GIS records for all streetlights including installed luminaires, geo-location (+/- 1 meter), and any applicable warranties, service, maintenance and operation manuals, and similar information.
- F Provide administrative effort required to process tariff changes and amend billing records with CMP.

4) **System Maintenance Phase**

- A Respond to outages and damage including both routine and emergency maintenance. Emergency maintenance response times shall be 24 hours or less.
- B Respond in a timely manner to both routine and emergency maintenance.
- C Provide a copy, acceptable to the City, of the Computer Based Maintenance Management System (CMMS) which will be used by the contractor to record, track, and report all maintenance performed on the city-wide streetlight system.
- D The contractor shall operate and maintain a 24/7, 365-day telephone response center using, a local or toll-free number, to receive and log calls from citizens, local businesses, and City officials reporting streetlight outages or damage. The contractor shall include a record of all calls received in its CMMS.
- E The maintenance contract shall be for a period, not less than five years.

5) **Luminaires and Miscellaneous Equipment**

- A Minimum luminaire warranty requirements – One (1) year labor warranty on any failure and ten (10) year hardware warranty.
- B Lamp Correlated Color Temperature – Approximately 3,000 Kelvin
- C Photocell Controls – One (1) year labor warranty on any failure and ten (10) year hardware warranty

**APPENDIX A:
ELECTRIC RECORDS**

(attached as separate files www.sanfordmaine.org/openbids)

**APPENDIX B:
STREETLIGHT INVENTORY**

(attached as separate files www.sanfordmaine.org/openbids)

**APPENDIX C:
NET BOOK VALUE**

(attached as separate files www.sanfordmaine.org/openbids)

**APPENDIX D:
MODEL STREETLIGHT POLICY**

(attached as separate files www.sanfordmaine.org/openbids)

CITY OF SANFORD, MAINE

IMPROVEMENTS TO THE CITY STREETLIGHT SYSTEM

BID DATE: WEDNESDAY, NOVEMBER 6, 2019 @ 11:00 AM

PRE-BID: WEDNESDAY, OCTOBER 2, 2019 @ 11:00 AM

PROPOSAL FORM

TO: Ian Houseal, Director of Community
Development City of Sanford
City Hall, 919 Main Street
Sanford ME 04073

Having carefully examined the existing conditions affecting the work, we, the undersigned, hereby agree to provide financing options, labor, material, supplies, equipment, facilities, disposal, photometric analysis, digital reports, processing for all utility rebates and rate schedules, and maintain the streetlight system in strict accordance with, the Specifications dated **September 12, 2019** 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:

1)	Audit / Project Design Phase (audit and project design per fixture installed)	\$	/fixture
2)	Construction Phase (labor per fixture to install cobra head-type luminaire on utility poles including all associated equipment / fixture) <u>(excluding Police Department Traffic Detail where required.)</u>	\$	/fixture
3)	Closeout Phase (closeout of the project per fixture installed)	\$	/fixture

4)	System Maintenance Phase	
	Routine Maintenance (describe inclusions and exceptions)	
	Year 1 (lump sum for routine maintenance/fixture)	\$ /fixture
	Year 2 (lump sum for routine maintenance/fixture)	\$ /fixture
	Year 3 (lump sum for routine maintenance/fixture)	\$ /fixture
	Year 4 (lump sum for routine maintenance/fixture)	\$ /fixture
	Year 5 (lump sum for routine maintenance/fixture)	\$ /fixture
	Damage and emergency maintenance (describe inclusions and exceptions)	
	Labor (specify units) (repair damaged or emergency maintenance of fixture)	\$ /fixture
	Materials mark-up (percentage)	%

5)	Luminaires and Equipment:		
	Cobra-head style luminaires including associated equipment (propose up to six models including all associated equipment installed)		
	1.		\$ /fixture
	2.		\$ /fixture
	3.		\$ /fixture
	4.		\$ /fixture
	5.		\$ /fixture
	6.		\$ /fixture
	Decorative fixture retrofits <u>(OPTIONAL BID)</u> standard - 		
	(labor and materials per fixture for each type of retrofit fixture)		
	1.	Main St, Sanford 	\$ /fixture
	2.	Central Park, Sanford 	\$ /fixture
	3.	Main St, Springvale 	\$ /fixture
	4.		\$ /fixture
	Brackets necessary for new streetlight locations (propose up to three brackets including all associated equipment installed)		
	1.		\$ /bracket
	2.		\$ /bracket
	3.		\$ /bracket
	Miscellaneous material mark-up where not otherwise stated (percentage)		%

FIRM NAME	
INDIVIDUAL NAME	
TITLE	
LEGAL ADDRESS	
PLACE OF BUSINESS	
FIRM'S IRS ID #	
DATE	
TELEPHONE #	
FAX #	
E-MAIL ADDRESS	
SIGNATURE	