



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

April 20, 2018
Subject: Maintenance & Operations
Building
State WINs: 021942.02 & 022998.00
Location: **Portland**
Amendment No. 4

Dear Sir/Ms.:

Pre-Bid Meeting Summary:

On April 18, 2018 at 10:00 AM, a Pre-Bid Meeting was held at the Portland International Marine Terminal located at 460 Commercial Street in Portland, Maine. The meeting was **mandatory** and only General Contractors who were present at the site will be allowed to bid. Attached is the Pre-Bid Meeting Attendance List.

Please make the following changes to the Bid Documents:

In the Bid Book:

ADD on page 60 "SPECIAL PROVISION – SECTION 105 – GENERAL SCOPE OF WORK (Permit Requirements)", fifth paragraph, the following bullet item "• City of Portland As-Built Plan Submission Requirements." to the list of Project certification documents obtained by the MaineDOT and provided in Appendix A. Make this change in pen and ink.

ADD on page 598 "APPENDIX A – Permits", a third bullet item to read "• City of Portland As-Built Plan Submission Requirements – Attached." and **ADD** the attached "City of Portland Engineering Design and As-Built Plan Submission Requirements" document, 4 pages, dated October 27, 2008. Make the change on page 598 in pen and ink.

CHANGE on page 598 "APPENDIX A – Permits", the first bullet item from "• City of Portland Planning Authority Site Plan Permit Approval – Document will be forthcoming" to read "• City of Portland Planning Authority Site Plan Permit Approval – Attached" and **ADD** the attached "City of Portland Planning Authority Site Plan Permit Approval" document, 4 pages, dated March 29, 2018. Make the change on page 598 in pen and ink.

ADD the attached Lighting and Electrical Specification, 2 pages, dated April 19, 2018.



PRINTED ON RECYCLED PAPER

In the Plan Set:

CHANGE on Sheet Number 12 of 58, C-10 CIVIL DETAILS-4, TEMPORARY CONCRETE BARRIER – CONNECTION DETAIL, note from “3 INCH MIN” to read “3 INCH MIN and 6 INCH MAX. Openings Greater Than 6 INCHES Shall Be Closed with Additional Chain Link Fence and Barbed Wire Strands to Meet Homeland Security Requirements.” Make this change in pen and ink.

The following question was asked during the pre-bid:

Question: How does the Contractor carry the City of Portland Permitting Costs and does it include street opening permits?

Response: Pay Item 832.071 Contractor Allowance for City Permits. SPECIAL PROVISION-SECTION 832 – (Contractor Allowances) provides additional information including the allowance that the Contractor shall include in their bid for the City of Portland permit fees. These fees include but are not limited to the Building Permit and Street Opening Permit fees. The Contractor will be reimbursed from the Allowance for the actual fees paid to the City of Portland and documented on City of Portland Invoices. Coordination for any City of Portland permits will be the responsibility of the Contractor and payment for this coordination shall be considered incidental to Pay Item 659.10 Mobilization.

The following RFI questions have been received:

Question: What is the pipe spec to be used for the above grade piping shown on the Water Service Detail on the addendum 3 release of M5?

Response: The piping materials were clarified on page 1 of Bid Amendment #3.

Question: It appears the Water Service Detail on the addendum 3 release of M5 would allow backflow of water from the building sprinkler system into the building potable water and also back into the water main, please clarify.

Response: The backflow preventer for the sprinkler system is included in the Sprinkler System Performance Specification 211313, Section 2.04.

Consider these changes and information prior to submitting your bid on **April 25, 2018**.

Sincerely,



George M. A. Macdougall P.E.
Contracts & Specifications Engineer

PORTLAND - IMT MAINTANANCE & OPERATIONS BUILDING
 MDOT WIN 021942.02
 MEETING SIGN-IN SHEET

DATE: April 18, 2018

MEETING PURPOSE: Mandatory Pre-bid Mtg

NAME	COMPANY	TELEPHONE	EMAIL
Ed Karpinski	MDOT / Keville	504-1916	e.karpinski@keville.com
MARK McPETERS	T. BUCK CONST	783-6223	MARK@TBUCK.CON.NET
Steve Midonson	E.S. BODIES	464-3706	G. GUSTAFSON@ESBODIES.COM
Jim Boy	Great Falls Inc	839-2744	jrey@greatfallsinc.com
CHARLIE McGRATH	POTENS CONST.	865-4412	Charlie@potens.com
Rick Paroschak	MAINE DOT	593-2322	rick.paroschak@maine.gov
Matthew Kelly	MAINE DOT	418-7606	Matthew.Kelly@Maine.gov
DAN BURNE	BECKER	879-1838	DAN@BECKERSTRUCTURAL.COM
Manon Lacombe	Winton Scott Arch.	774-4811 x5	mlacombe@wintonsscott.com
MARK LIMARKA	BENNETT ENGINEERING	207-865-9475	MarkLEBennettengineering.net JDOEL@BENNETTENGINEERING.NET
JACK BURGESS	BECKER STRUCTURAL	207-632-7145	JACK@BECKERSTRUCTURAL.COM
Jason Burns	HNTB	207-485-4688	jburns@hntb.com
LARRY BARTLETT	BARTLETT DESIGN	207 443 5447	bartlettdesigninc@comcast.net



CITY OF PORTLAND

**Engineering Design and As-Built Plan Submission Requirements
for
Infrastructure Construction, Subdivisions, Site Development, and Accepting Streets
Public Services Department - Engineering Division**

October 27, 2008

1. The following items need to be addressed and submitted to the Public Services Department, Engineering Division and the Planning and Development Department, Planning Division for review of Infrastructure Construction, Subdivisions, Site Development, and to accept proposed streets to ensure that projects and proposed streets are built to the City of Portland, Engineering Technical and Design Standards, and to ensure that accurate As-Built documents are on record for future engineering and infrastructure needs.
2. Prior to starting field surveys and design on a project it is strongly advised to contact the City Engineer's office, Public Services Department, Engineering Division at (207) 874-8846 for information on existing infrastructure, additional requirements, or future projects that may affect the proposed project.
3. Reference is made to the manual titled "City of Portland Technical and Design Standards and Guidelines" on file and available for purchase at the Public Services Department, Engineering Division.
4. Reference is also made to the City of Portland Code of Ordinances.
 - Sec. 14-496 Subdivision Plat Requirements
 - Sec. 14-498 Technical and Design Standards
 - Sec. 14-525 Final Site Plan
5. Engineering design plans and Subdivision Plans (including the Project Boundary Survey Plans) shall be submitted for final approval on mylar drafting film to the Planning Department. Initial reviews can be on paper with the number of copies submitted as required by the Planning Division.

Engineering design plans not subject to review by the Planning and Development Department, Planning Division shall be submitted to the Public Services Department, Engineering Division.

Plans submitted shall be prepared utilizing AutoCAD (version 2004 or later) software and sized at 24" x 36". Scanned images of marked up plans or PDF files are not an acceptable substitute for an AutoCAD drawing file.
6. Engineering As-Built plans, including Amended or Revised Subdivision Plans, shall be submitted on mylar film (for the final submission) and delivered to the Engineering Division for review, approval, and filing in the Engineering Division Archives Vault.

Plan Submission Requirements

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7. As-built plans shall include the entire set of approved engineering drawings used to construct the proposed street or project, and shall be submitted to the Engineering Division as revised to reflect the proposed infrastructure improvements as constructed.
8. All submitted plans shall be digitally prepared in the currently utilized version of AutoCAD (version 2004 or later) in drawing (dwg) format and submitted (for the final submission) on a CD or DVD.
9. As-Built Plans shall show all changes in red with proposed data crossed out with a red line and the As-Built information displayed in red linework and text, all placed on an AutoCAD As-Built layer.
10. Engineering Design, Subdivision, and Boundary Survey plans, based on State of Maine Professional Licensing Boards' legal requirements, shall bear the seal of a Professional Engineer or Professional Land Surveyor licensed to practice in the State of Maine. As-Built plans do not require a professional seal. As-Built plans shall have a statement as to the preparer of the plans, and the source for the As-Built data.
11. City Vertical Datum. It shall be stated on all plans that the City of Portland established vertical datum of NGVD 1929 is used for all information contained thereon, including contour data.
All plans shall state the Official City of Portland Benchmark used as supplied by the Public Services Engineering Division Archivist.
12. City of Portland Coordinate System. All projects submitted SHALL be tied into the Maine State Plane Coordinate System (2-zone projection), West Zone using the NAD1983 Datum and the U.S. Survey Foot as the unit of measure. The survey methods, traverse or GPS observations/methods, geodetic control used, and coordinates of new monuments set shall be stated on the survey and subdivision plans.
This will allow the plans to be incorporated into the Public Services Department, Engineering Division GIS Infrastructure Management System Basemap.
The City of Portland Public Services Department Engineering Division maintains a GPS base station utilized for all City of Portland Engineering Projects and Aerial Mapping.
When considering a project in the City of Portland please contact the Engineering Division Land and Infrastructure Management Project Engineer for assistance in providing GPS Base Station Support.
13. Bearing Basis. Magnetic bearings may be shown on plans submitted, with a note stating that the project was submitted digitally to the City of Portland on State Plane Coordinates, but that the bearings on the plans are magnetic due to survey and boundary retracement considerations. The plan shall show the magnetic declination if magnetic bearings are shown.

Plans Submitted shall show the following information:

14. The submitted plans shall bear a revision block with a number and date indicating the revision status. The revision block shall be located in the title block or adjacent to it.

Plan Submission Requirements

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15. Centerline Grades of the street at 50 foot station intervals that correspond to the proposed centerline stationing.
16. Rim elevations of all catch basin and manhole structures.
17. The station and offset location for all catch basin and manhole locations.
18. Invert elevations of all pipes entering and/or exiting catch basins and manhole structures.
19. The length, material, diameter, and slope of all storm sewer and sanitary sewer piping.
20. The location, with dimensions from existing structures, at the main line pipe and at the street property line, of all sanitary sewer and storm drain laterals.
21. Location, size, type of material, and invert elevations of culverts.
22. The location of water lines and valves, gas lines and valves, buried electrical lines, buried communication cables, buried TV cables, telephone and electric manholes, utility hand-hold access boxes, transformer pads, utility and light poles.
23. All curbing and sidewalks stating type of material used.
24. Location of all property corners set or found, proposed to be set, and all granite survey monuments set.
25. Proposed Survey Monument Locations. Granite survey monuments shall be set on one side of the street as directed by the Engineering Division on the 3 foot offset Lines, as offset into the street, at all intersections, points of curvature, points of tangency, street angle points, and at the end of acceptance of the street. At a cul-de-sac a radius point a monument shall be set, or if conflict arises with detention ponds etc, a second monument shall be set at the second point of reverse curvature point for the cul-de-sac.
Monuments shall not be set over sewers, laterals, or other utilities. Where there is a conflict with utilities monuments shall be set in alternate locations, or all the monuments shall be set on the opposing side of the street.
Notes describing monuments found by the Project Surveyor shall include information describing the size, condition, and depth below grade to the top of any buried monuments found.
26. All existing and proposed survey monuments shall be shown in bold line type on all utility and site plans. This will avoid conflicts between proposed monuments and buried utilities, and will serve to make Site Contractors aware of the monument locations.
27. Benchmark Monuments Established for Accepted City Streets. As a minimum, one of the granite survey monuments set on each street to be accepted in a project shall be a Benchmark Monument with an established elevation tied into existing Official City of Portland Benchmark monuments and the elevation shall be based on the City of Portland Datum. The elevation of the newly established Benchmark shall be stated on the As-Built plans. Basing a Project Benchmark and the new Benchmark Monuments on an elevation of a hydrant, manhole, or other alterable structure is not acceptable.

Plan Submission Requirements

Page 4 of 4

Survey procedures to establish the elevation of Project Benchmarks (TBMs) and newly set Project Benchmarks shall be performed using differential leveling with instruments that have been calibrated and checked prior to commencing the project survey.

28. Survey Monument Coordinates Displayed. The State Plane Coordinates (to the nearest hundredth of a foot) of two (2) of the proposed granite survey monuments to be set during the street construction shall be stated on the boundary or subdivision plan. The two monuments with coordinates displayed shall be the farthest distance apart of any two monuments in the project.

29. The location, limits and size of the street area to be accepted shall be clearly defined.

30. Distances, bearings, and angles shall be shown on the Subdivision or Project Survey plans shall tie the street into the nearest accepted street line and be tied into established City of Portland survey monuments. Ties shall be considered as an inverse line with a bearing and distance to the nearest second and hundredth of a foot.

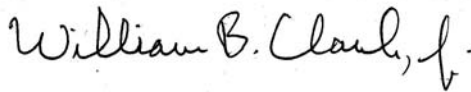
31. All current conveyances of lots, parcels, easements, and other forms of right, title, and/or interest shall be shown on both the subdivision plan (as submitted and as amended) and the As-Built plans, noting the appropriate recording information at the Cumberland County Registry of Deeds.

32. It is extremely important that all proposed easements and conveyances (after review by City of Portland Corporation Counsel) be recorded at the Cumberland County Registry of Deeds. It is also important that easement ownership and responsibility is stated on the plans. If deeds are executed during the progression of the project for easements or other conveyances and an Amended Subdivision Plan is required for signing by the Director of Planning, two (2) sets of mylar plans may be requested for signing; one for the Cumberland County Registry of Deeds and the second set for the Public Services Department Engineering Division Archives.

33. All plans are subject to review and Final Inspection by staff at the City of Portland including, but not limited to, staff at the Planning and Development Department, Planning Division, and at the Public Services Department, Engineering Division.

Respectfully,

CITY OF PORTLAND



William B. Clark, Jr. PLS
Project Engineer
Engineering Division
Public Services Department



Tuck O'Brien
City Planning Director, Planning Division

March 29, 2018

Maine Department of Transportation
Attention: Joel Kittredge
16 State House Station
Augusta, ME 04333

Woodard & Curran
Attention: Jedd Steinglass
41 Hutchins Drive
Portland, ME 04102

Project Name: IMT Maintenance Building
Address: 454 Commercial Street
Applicant: MDOT
Planner: Shukria Wiar

Project ID: 2017-166
CBL: 043 D005001

Dear Mr. Kittredge:

On March 29, 2018, the Planning Authority approved a Level II Site Plan application for the construction of a new maintenance and operations building to replace the existing maintenance building on site. The decision is based upon the application, documents and plans as submitted. The proposal was reviewed for conformance with the standards of Portland's Site Plan Ordinance.

Waivers

1. The Planning Authority waives the Technical Standard, Section 1.14, that requires an aisle width for right-angle parking of 24 feet per Figure I-27, to allow the width to be 31 feet.
2. The Planning Authority waives the Technical Standard, Section 1.7.2.8, that requires no more than two driveways be permitted, to allow three driveways for this site.
3. The Planning Authority waives the Technical Standard, Section 1.7.2.4, that requires a maximum driveway width of 30 feet be permitted, to allow the width to be 73 feet.

Site Plan Review

The Planning Authority finds that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following conditions of approval:

1. The applicant shall submit final plans that show the relocation of the proposed crosswalk to a location near Commercial Street. Final details of this crosswalk shall be reviewed and approved by the Planning Authority and the Department of Public Works;
2. The applicant shall provide a finalized construction management plan that meets City and MUTCD requirements when work activity on the frontage takes place and shall note that provisions for maintaining the crosswalk on Commercial Street shall be included, for review and approval by the Planning Authority and Department of Public Works; and
3. The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan based on City standards and

state guidelines. The owner/operator of the approved stormwater management system, and all assigns shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements. A maintenance agreement for the stormwater drainage system, as attached, or in substantially the same form, shall be submitted for review by Corporation Counsel. Once approved, the document shall be signed and recorded at the Cumberland County Registry of Deeds prior to the issuance of a building permit. Please submit final copies to both the Department of Planning and Urban Development and the Department of Public Works

The approval is based on the submitted plans and the findings related to site plan review standards as contained in the Planning Report for application 2017-166 which is attached.

Standard Conditions of Approval

Please Note: The following standard conditions of approval and requirements apply to all approved site plans:

1. Develop Site According to Plan The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. Separate Building Permits Are Required This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Permitting and Inspections Department.
3. Site Plan Expiration The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. Performance Guarantee and Inspection Fees A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning and Urban Development Department and Public Works Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. Defect Guarantee A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. Preconstruction Meeting Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Works representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It

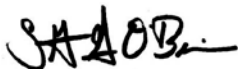
shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.

7. Construction Management Plans The applicant, contractor and subcontractors are required to conform to the approved Construction Management Plan, and all conditions contained within the project's approval, for the entire duration of the project. Any amendments to the approved Construction Management Plan shall be reviewed and approved by the Department of Public Works prior to the execution. The Planning Authority and the Department of Public Works have the right to seek revisions to an approved Construction Management Plan. The applicant shall coordinate the project's construction schedule with the timing of nearby construction activities to avoid cumulative impacts on a neighborhood and prevent unsafe vehicle and pedestrian movements. Accordingly, nearby construction activities could involve a delay in the commencement of construction.
8. Department of Public Works Permits If work or obstructions will occur within the public right-of-way, such as utilities, curb, sidewalk, driveway construction, site deliveries and equipment siting, a Street Opening and/or Occupancy Permit (s) is required for your site. Please contact the Department of Public Works Permit Clerk at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
9. As-Built Final Plans Final sets of as-built plans shall be submitted digitally to the Planning and Urban Development Department, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning and Urban Development Department at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Shukria Wiar at 207.756.8083 or via shukriaw@portlandmaine.gov

Sincerely,



Stuart G. O'Brien
City Planning Director

Attachments:

1. Performance Guarantee Packet

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Stuart G. O'Brien, City Planning Director, Planning and Urban Development
Barbara Barhydt, Development Review Services Manager, Planning and Urban Development
Shukria Wiar, Planner, Planning and Urban Development
Philip DiPierro, DRC, Planning and Urban Development
Mike Russell, Director of Permitting and Inspections

Ann Machado, Zoning Administrator, Permitting and Inspections
Jonathan Rioux, Deputy Director, Permitting and Inspections
Jeanie Bourke, Plan Reviewer/CEO, Permitting and Inspections
Chris Branch, Director of Public Works
Keith Gray, Senior Engineer, Public Works
Doug Roncarati, Stormwater Coordinator, Public Works
Jane Ward, Engineering, Public Works
Rhonda Zazzara, Construction Engineering Coordinator, Public Works
Jeff Tarling, City Arborist, Public Works
Jeremiah Bartlett, Transportation Systems Engineer, Public Works
William Scott, Chief Surveyor, Public Works
Mike Thompson, Fire
Danielle West-Chuhta, Corporation Counsel
Jennifer Thompson, Corporation Counsel
Victoria Volent, Housing Program Manager, Housing and Community Development
Thomas Errico, P.E., TY Lin Associates
Lauren Swett, P.E., Woodard and Curran
Christopher Huff, Assessor

April 19, 2018

**Portland International Marine Terminal
Maintenance and Operations Building**
WIN 021942.02

LIGHTING AND ELECTRICAL SPECIFICATIONS

NOTE: THE FOLLOWING SUPERCEDES THE INFORMATION LISTED IN BID
AMENDMENT #3.

Section 26 00 00 GENERAL ELECTRICAL REQUIREMENTS

ADD the following paragraph:

3.04 TEMPORARY POWER DURING INTERRUPTION OF THE EXISTING ELECTRICAL UTILITY SERVICES:

- A. Notify the owner in writing not less than 48 hours in advance of any planned shutdown of electrical power to the site.
- B. For shutdown of the existing electrical utility service of four-hour duration or less:
 - 1. Prior to any shutdown of the existing electrical utility service, the contractor shall review the existing standby generator at the existing Administration Office Building, and the existing standby generator at the existing Electrical Utility Building at the pier to confirm that they are in full working order and are ready to transfer electrical service upon shutdown of the *Central Maine Power Company* utility services. The contractor shall confirm that both existing generators are operating properly during the entire period of the shutdown of the existing electrical utility services.
- C. For shutdown of the existing electrical utility service for greater than four hours:
 - 1. Prior to any shutdown of the existing electrical utility service, the contractor shall review the existing standby generator at the Electrical Utility Building at the pier to confirm that it is in full working order and is ready to transfer electrical service upon shutdown of the *Central Maine Power Company* utility service. The contractor shall confirm that the

**Portland International Marine Terminal
Maintenance and Operations Building
BID AMENDMENT #4**

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existing generator is operating properly during the entire period of the shutdown of the existing electrical utility services.

In addition, the contractor shall also provide a temporary trailer-mounted standby generator to operate the existing panels PP-2 and MDP1 located in the Electrical Utility Building at the pier. Existing panel PP-2 serves crane outlets along the pier. Existing panel MDP1 serves reefer outlets across the site. The contractor shall provide all necessary temporary wiring and temporary wiring connections to connect the generator to the line side of panels PP-2 and MDP1. The contractor shall also provide all necessary fuel to operate the temporary generator for the entire period of the shutdown of the existing electrical utility service. The temporary standby generator shall be rated 700 kW, 277/480 volts, 3-phase, and shall be equipped with a transfer switch.

(Note: the existing standby generator located at the pier only serves yard lighting. The temporary standby generator being provided as part of the project scope of work shall operate the pier crane outlets and the reefer outlets across the yard).

2. The contractor shall provide a temporary trailer-mounted standby generator to operate the entire Administration Office Building during the entire period of the shutdown of the existing electrical utility service. The contractor shall provide all necessary temporary wiring and temporary wiring connections to connect the generator to the line side of the existing main distribution panel in Electrical Room 119 in the Office Building. The contractor shall provide all necessary fuel to operate the temporary generator for the entire period of the shutdown of the existing electrical utility service. The temporary standby generator shall be rated 100 kW, 120/208 volts, 3-phase, and shall be equipped with a transfer switch. (Note: the existing standby generator located outside the existing Administration Office Building only serves essential circuits. The temporary standby generator being provided as part of the project scope of work shall operate the entire Office Building).