



Town of York

186 York Street
York, Maine 03909-1314

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011


Harbor Master
(207)363-1000

Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

Fax
(207)363-1009
(207)363-1019

www.yorkmaine.org

To: Board of Selectmen
From: Mike Sullivan, Parks and Recreation Director 
Subject: Long Beach Bathhouse and Drainage Projects
Date: May 27, 2014

Recently the Board of Selectmen authorized the Department of Public Works to apply for a Municipal Partnership Initiative Grant with Maine DOT to secure funds for Long Beach Avenue improvements. I have attached a copy of the action form submitted by Dean Lessard on April 10th, 2014.

The action form identifies three capital projects; a drainage project just north of the Anchorage Inn, a second drainage project just north of the Long Sands Bathhouse and the replacement and expansion of the Long Sands Bathhouse. The bathhouse project will require that Long Beach Avenue be realigned to make room for the expansion.

In an effort to take advantage of economies of scale and improve coordination between projects the Board authorized combining the survey work for all three capital projects. An RFP was developed and the Board awarded the project for the existing conditions survey to North Easterly Surveyors, Inc. from Kittery, Maine. This is key to gaining a greater understanding of the project and we expect this work to be completed soon.

In order to further coordination between projects we are recommending the same approach for the design and engineering phase. The road realignment, the proximity of the drainage projects to the bathhouse, and any additional improvements brought about by the MPI grant make a strong case for combining projects. In addition, the footprint of the bathhouse, handicapped access ramp, vehicle access ramp, reconfigured sidewalks and cross walks, green space, MS4 compliance and parking adjacent to the bathhouse are all considerations.

We are recommending that the Board authorize Town staff to put out an RFP for design and engineering for these combined projects. During the construction phase, the bathhouse would be bid separately from highway and infrastructure improvements. The Bathhouse Project Manager would manage the construction of the bathhouse along with a Town Building Committee and the Superintendent of Public Works would manage the road an infrastructure improvements. Coordination between projects is still essential.

Attached to this memo is a revised "project management framework" for the bathhouse project. We have identified the main participants in the process and outlined the primary responsibilities of each. We have also indicated key decisions which are to be made by the Board of Selectmen, thus ensuring the Board remains informed and ultimately makes the high-level decisions that will shape the project outcome.

We are recommending the Selectmen take the following actions at their June 9th, 2014 meeting.

1. Authorize Town staff to develop a combined RFP for design and engineering services for the Long Sands bathhouse project, two Long Beach drainage projects and associated Long Beach improvements.
2. Adopt the project management framework for the Long Sands Bathhouse Project as presented or amended.
3. Appoint a project manager for the Long Sands bathhouse project.

Long Sands Bathhouse Project Management Framework

Responsibilities

Board of Selectmen:

- ✓ Makes key decisions prior to start of construction:
 - Set the process to be followed (adopt this document, or modification thereof)
 - Establish and fill membership of the Bathhouse Building Committee
 - Adopt final project vision/goals and timeline
 - Approve the specifics of each permit application prior to submission to the approval authority
 - Decide whether to proceed with fully approved design
 - Award all contracts – survey, design and engineering, construction
 - Appoints Clerk of the Works
- ✓ Oversees project management by interactions with the Bathhouse Building Committee, Project Manager and Town Manager

Bathhouse Building Committee:

- ✓ Serves as the Charter-required committee, “to supervise the construction of all municipal buildings” funded with bond revenues (See Town of York Home Rule Charter, Article II, Section 15.B.5)
- ✓ Holds regular meetings
 - With written minutes of each meeting
 - Minimum of one-week advanced public notice of all meetings
 - Meeting agendas to be posted on a project web page a minimum of one week in advance
 - Televised when possible
- ✓ Monitors and oversees the project, ensuring compliance with Selectmen’s policy decisions, legal requirements budget restrictions and schedule
- ✓ Ensures public transparency of the process from start to finish
- ✓ Leads to resolution of unanticipated process problems in the Project Management Framework
- ✓ Reports to the Board of Selectmen periodically
- ✓ Frames key policy decisions for the Board of Selectmen to decide, as outlined in this document

Town Manager:

- ✓ Assembles the Project Team
- ✓ Helps to assemble the Bathhouse Building Committee
- ✓ Authorizes expenditures of \$1,000 or greater
- ✓ Provides managerial oversight of the Project Manager's work

Project Manager:

- ✓ Manages the project on a daily basis
- ✓ Tracks progress and costs
- ✓ Watches for snags
- ✓ Maintains a "parking lot" of open, unresolved issues
- ✓ Serves as the primary media contact
- ✓ Serves as the primary interface with contractors and outside agencies
- ✓ Supervises the Project Team
- ✓ Ensures compliance with financial constraints
- ✓ Authorizes payment of bills, seeking Town Manager approval where needed
- ✓ Prepares monthly reports for distribution to all stakeholders - posting on web page
- ✓ Reports regularly to the Bathhouse Building Committee and Board of Selectmen
- ✓ Maintains a project web page where all relevant reporting and tracking information is posted in a timely manner

Project Team:

- ✓ Provides technical advice to Project Manager
- ✓ Supports the work of the Project Manager by assisting with routine work
- ✓ Serves as a liaison with their respective departments/districts
- ✓ Interfaces with contractors, in conjunction with the Project Manager
- ✓ Interfaces with permitting authorities, in conjunction with the Project Manager
- ✓ Collects data for Project Manager's project control and reporting
- ✓ Conducts research within members' areas of expertise
- ✓ Assists design consultations with application preparation

Surveyor:

- ✓ Provides all survey information necessary for project design and approval

Design Consultant:

- ✓ Prepares plans and documents necessary to create an acceptable, approvable design
- ✓ Serves as the designated project representative in all permitting and approval processes
- ✓ Prepares bid documents and specifications
- ✓ Assists the Town in selecting a contractor

Decision-Making Project

Introduce Project to Public and Board of Selectmen: (Completed)

- ✓ Project Manager presents the project concepts and introduces the proposed Project Management Framework to the BOS
 - Review project need
 - Approve Budget
 - Anticipated timeline
 - Permits/approvals required
 - Proposed Project Management Framework
- ✓ The Board of Selectmen decide whether to accept, modify or reject this proposed Project Management Framework

Public outreach to customers at Long Sands Beach this summer: (Completed)

- ✓ Lifeguards survey beach-goers on several days this summer, for an hour or two each day
 - Decide on balance between men and women to be surveyed
 - Decide on balance of adults with and without children to be surveyed
 - Have an even split of men and women doing the surveys
- ✓ Ask questions to see what actual users are really thinking – to help guide design

Acquire Survey for Site: (Survey in progress should be completed soon)

- ✓ Project Manager prepares and distributes a Request for Proposals to acquire survey information. Within the lot and an adjacent area (Long Beach Ave., the beach, other – specific area to be determined) on which work or improvements for this project may occur:
 - Show property boundaries and identify ownership
 - Show easements, deed restrictions, covenants, etc.
 - Show all existing physical infrastructure (buildings, roads, parking spaces, utilities, etc.)

- Obtain 1' contour data in both the NGVD29 and NAVD88 vertical datums (we anticipate mandate to change our Floodplain Management Ordinance sometime during the course of this project) – initially show contours using NGVD29 because it's the current standard
- Identification of all relevant regulatory boundaries that affect this project (base zoning, high tide line, shoreland zoning, wetland zoning flood zones, dune, other?)
- ✓ Project Manager to review all proposals received and recommend one to perform the work
- ✓ Board of Selectmen award the contract for survey work

Obtain Sketch Plan Review from the Planning Board: (Completed)

- ✓ Project manager to ask about "water dependent use" with respect to the bathhouse – necessary very early on because this is an important design parameter

Appointment of Project Team:

- ✓ Town Manager establishes the Project Team, assigning staff and requesting participation from utility district staff

Establishment and Appointment of Bathhouse Building Committee:

- ✓ Board of Selectmen approve a "committee charter" that establishes the Bathhouse Building Committee as an ad hoc committee, describes its charge, and defines the conditions for termination upon completion of its duties
- ✓ Board of Selectmen solicit members and fill all positions

Adopt Final Project Goals Document:

- ✓ Project Manager drafts a Project Goals document
- ✓ Bathhouse Building Committee reviews, revises and proposes to the Board of Selectmen
- ✓ Public Hearing to solicit public input before the Board of Selectmen decides
- ✓ Board of Selectmen refines and adopts the final Project Goals document

Application Preparation:

- ✓ Design Consultant develops applications for State and Town permits
- ✓ Bathhouse Building Committee reviews, revises and proposes to the Board of Selectmen
- ✓ Board of Selectmen reviews, revises and grants authorization to proceed



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|--|--|
| Date Submitted: 4/10/2014 | Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____ |
| Date Action Requested: 4/14/2014 | |
| Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> | |
| Subject: Proposed Long Beach Avenue Municipal Partnership Initiative (MPI) Grant Application. | |

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| TO: BOARD OF SELECTMEN |
| FROM: Dean Lessard, Director of Public Works |
| RECOMMENDATION: to approve the DPW to submit a 2014 grant application for Long Beach Avenue improvements and to continue to work with Maine DOT to secure funds through the Municipal Partnership Initiative (MPI) grant program. |
| PROPOSED MOTION: I move to approve the submittal of a 2014 grant application to Maine DOT's Municipal Partnership Initiative Program (MPI) in order to secure funds for Long Beach Avenue improvements. |

Discussion:

Previously the Parks and Recreation, Public Works and Community Development Departments' proposed combining the survey work for three Town funded capital projects on Long Beach Avenue. The idea was proposed in order to take advantage of economies of scale and improve coordination between projects. With the approval of the Board of Selectmen the survey needs for the projects were combined in the request for proposals. This effort has proved to be very successful and surveyors from North Easterly Surveyors have been working on completing the survey for the two drainage projects and the Long Sands Bathhouse project. The same Departments are proposing to apply for a Municipal Partnership Initiative (MPI) grant to improve Long Beach Avenue in conjunction with these projects. Due to the amount of planned construction in that area it would be an opportune time to make additional road improvements to this section of Long Beach Avenue (State Route 1A).

The combined project history is as follows:

- On May 19, 2012 the voters approved \$350,000 to fund the drainage project just north of the Anchorage Hotel.
- On May 18, 2013 the voters approved \$350,000 to fund the drainage project just north of the Long Sands Bath House.
- On May 18, 2013 the voters approved \$687,000 for replacement and expansion of the Long Sands Bathhouse.
- On August 22, 2013 Mike Sullivan and Steve Burns both made presentations to the York Board of Selectmen on the condition of the existing bathhouse and the proposed project scope, project budget, project goals, project permitting and project management frame work.
- On September 23, 2013 the Board of Selectmen authorized town staff to put out a Request for Proposal for survey work for the three capital projects.
- On December 20, 2013 the Town of York solicited bids from Six Surveying companies.
- On Wednesday January 8, 2014 at 3:00 pm the Town opened bids for the Long Beach Avenue Survey. Six responsive bid proposals were received by the Town of York:
- On January 27, 2014 the Board of Selectmen awarded the Long Beach Avenue Existing Conditions Survey bid to North Easterly Surveying, Inc. in the amount of \$19,465.

To date the Parks, DPW & Community Developments have continued to discuss the coordination of the projects. DPW has also spoken with the Maine Department of Transportation (MDOT) about the possibility and applicability of state funding through a Municipal Partnership Initiative (MPI) grant.

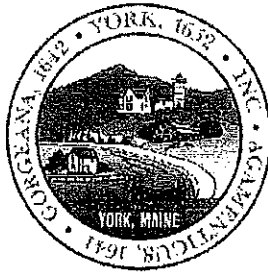
Included with the selectmen's action form are the proposed 2014 application for the Project, an aerial plan with a conceptual design that outlines the project limits and an engineer's estimate for the proposed new road improvements. I will have large display boards with the aerial plan for Monday night's discussion.

| |
|--|
| FISCAL IMPACT: \$500,000 |
| DEPARTMENT LINE ITEM ACCOUNTS: |
| BALANCE IN LINE ITEM IF APPROVED: \$500,000 |

Prepared By: _____

Reviewed By: _____

TEL. 207-363-1010
207-363-1011
FAX. 207-363-1012



Dean A. Lessard, P.E.
Director of Public Works
Town of York
York, Maine 03909
dlessard@yorkmaine.org

April 15, 2014

Mr. Kyle Hall
Regional Engineer
Maine Department of Transportation
Southern Region – Region 1
51 Pleasant Hill Road
Scarborough, Maine 04070-0358

Dear Mr. Hall:

The Town of York is hereby requesting consideration to be included in the MaineDOT's Municipal Partnership Initiative, to support a roadway improvement project on State Route 1A in York, adjacent to Long Sands Beach.

The project begins approximately 325 feet south of the State Route 1A/Juniper Road intersection (near the Sun and Surf Restaurant's driveway) and continues north on State Route 1A towards York Beach Village, along Long Beach Avenue, including Oceanside Avenue intersection and ending approximately 290 feet south of the State Route 1A/Nubble Road intersection. The total project length is approximately 1 mile. The Town will be acting as General Contractor for the project, to utilize Town crews for portions of the work, as well as Town bid prices for materials, and contracted services. The project involves full reconstruction (including drainage) of the State Route 1A/Oceanside Avenue intersection, leveling shim and overlay (outside reconstruction area), removing and resetting granite curbing, removing and replacing bituminous curbing with granite curbing, reconstructing or placing additional concrete and/or brick existing sidewalks (to bring new curb to grade), resetting existing CB grates/frames in overlay area, improving crosswalks with ADA ramps and restriping for lanes and parking spaces. In addition, the project involves drainage improvements to the existing pipes and outfall structures located approximately 600 feet north of the State Route 1A/Oceanside Avenue intersection and near the Sun and Surf Restaurant, as well as, reconstructing the bathhouse located on the seaward side of the State Route 1A/Oceanside Avenue intersection.

The Municipal Guide has been reviewed and responses to the individual details and criteria are provided in the attached fact sheet.

Your consideration and assistance in this project would be greatly appreciated.

Sincerely,

Dean Lessard, P.E.
Director, Department of Public Works

Town of York – Route 1A Improvements (Long Beach Avenue)
MPI Grant Proposal Fact Sheet

Professional Engineer Certified:

The project was designed by CLD Consulting Engineers; plans are attached.

10-Year Useful Life:

Drainage infrastructure is designed for 50 – 75 year life span. Paving and sidewalk upgrades are designed for 10-20 years. The bathhouse life span is expected to be 50 – 75 years.

Deliverability:

The existing conditions survey and Right-of-Way mapping for the entire project are currently underway. The project design for the street, drainage and bathhouse reconstruction segments of the project are expected to be completed by late-2014, with construction in 2015. The remaining areas include roadway overlay and sidewalk reconstruction only by Town crews. Utility relocations will be coordinated during the project's design.

Public Involvement:

For the major drainage reconstruction projects and the bathhouse reconstruction project, the Town held public meetings before the Board of Selectmen for the warrant articles for project funding, and the projects were approved by voters in May 2012 and May 2013. Additional public meetings will be planned during the design phase of the project.

Betterment to the State Transportation System:

The project is located on State Route 1A, which connects U.S. Route 1 to beaches in York, and will significantly improve conditions on this State route. The existing drainage outfall systems are failing and have caused erosion and flooding conditions in the area. Pavement surface, sidewalks, and curbing have all lived useful lives. The project has also redesigned and improved pedestrian facilities to meet ADA standards, as well as enhance safety and traffic efficiency.

Multiple Party Agreements:

The Town will be the only party to the State agreement, and is willing to enter into agreements that the amount is capped.

Right-of-Way Acquisition:

The roadway segments of the project will be constructed within existing Right-of-Way. The bathhouse is located on public property and the proposed improvements will remain within public property. Portions of the culvert crossing/outfall portions of the project may require new or upgraded easements to construct, which will be obtained as the project design progresses. The Town is not seeking any reimbursement for Right-of-Way costs.

Project Selection Factors

Safety:

This project addresses a number of safety issues, as follows:

- **Flooding:** Over the last decade there have been significant flood events which have caused damage to public infrastructure, as well as private property, and have endangered both the integrity of the infrastructure as well as the safety of the traveling public. The drainage improvements included will provide a system designed for the 100-year flood events (per Town of York standards) and significantly reduce damage from major flood events.
- **Pedestrian safety:** A high volume of pedestrian/vehicle conflict points are located throughout the project. Providing ADA compliant crossings will increase safety for pedestrians. In addition, a complete network of fully accessible pedestrian facilities will allow for safe passage for tourists and residents throughout the year.
- **Paving conditions:** The condition of the pavement along this corridor is continuing to deteriorate. Pavement maintenance and, in some cases, replacement, is warranted to ensure integrity of the infrastructure over the next 10 years.
- **Intersection improvements:** There are several intersections along the corridor which have various issues. The project is implementing some pavement layout changes to better define travel lanes, and create visual cues for drivers to improve safety.

Economic Development and Job Creation:

This project will provide improved pedestrian access and traffic efficiency, as well as improve the facilities for public use at Long Sands Beach. This will create a more desirable tourist destination, which will help existing businesses, and promote new business in the immediate vicinity, as well as neighboring York Village to the south and Short Sands (York Beach) to the north. The project will also allow for the incorporation of improved access points for the York Trolley, which operates along this route during the summer season. In addition, it will create jobs for local contractors assisting the Town with construction.

Degree of Betterment:

This project will reduce maintenance for paving (pot-hole filling), improve conditions for winter maintenance (requiring less salt, smoother plowing), as well as significantly improve ride quality of the pavement, and implement intersection improvements that reduce conflict points.

Percentage of Local Match:

| | | |
|---|--------------------|--------------------|
| Bathhouse Reconstruction (Warrant #42 May 2013) | \$687,000 | Local Match |
| Drainage Improvements-Long Beach Avenue (Warrant #42 May 2013) | \$350,000 | Local Match |
| Drainage Improvements – Long Beach Avenue (Warrant #40 May 2012) | \$350,000 | Local Match |
| <u>Subtotal – Local Match</u> | <u>\$1,387,000</u> | |
| <u>Roadway Reconstruction (See attached estimate)</u> | <u>\$500,000</u> | <u>MPI Funding</u> |
| Total Project Cost: | \$1,887,000 | |

Proposed Percentage of Local Match = 73.5%

Record of Requests:

Numerous verbal requests and inquiries have been made over the last 50 years.

Customer Benefit:

There is a huge benefit for the residents, business owners and visitors to the Town of York. Drainage improvements will reduce damage, injury and the inconvenience of flooding; roadway and pedestrian improvements will create a better flow of pedestrian and vehicular traffic; and promote additional tourism by increasing public facilities. This area has significant pedestrian traffic at all times of the year, and especially during the summer season. In conclusion, the proposed project will improve safety and encourage growth in the Long Sands Beach area.

Prior MPI Awards:

- Route 1A Improvements (York Village) - 2012
- Route 1A Improvements (York Beach) - 2011