

MAINE STATE LEGISLATURE

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MAINE PORT
AUTHORITY

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January 31, 2024

Honorable Troy D. Jackson
President of the Senate
3 State House Station
Augusta, Maine 04333

Honorable Rachel Talbot Ross
Speaker of the House
2 State House Station
Augusta, Maine 04333

Dear President Jackson and Speaker Talbot Ross:

Pursuant to 5 M.R.S. § Section 12023, please consider this the letter of transmittal for the required FY 2023 report from the Maine Port Authority due by February 1, 2024.

Please contact me if you have any questions or need additional information.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Burns', with a long horizontal flourish extending to the right.

Matthew Burns
Executive Director

Pursuant to 5 MRSA § 12023, the Maine Port Authority (MPA) is pleased to submit this FY2023 report.

A. For the period July 1, 2022, to June 30, 2023, the MPA made the following procurements exceeding \$10,000 by sole source due to the contractors' unique capability to meet the MPA's needs:

- Jacobs Engineering group – MaineDOT prequalified consultant.
 - \$806,400 – Contract to design the International Marine Terminal refrigerated container area expansion.
 - \$86,600 – Contract to develop a PIDP Grant Application for Maine's Three-Port Strategy: Portland, Searsport, Eastport.
- Colby Company Engineering – MaineDOT prequalified consultant.
 - \$18,910 – Contract to renew the International Marine Terminal wharf bollard system.
- Acorn Engineering – MaineDOT prequalified consultant.
 - \$21,550 – Contract to develop Spill Prevention, Control, and Countermeasure (SPCC) Plan for the International Marine Terminal.
- Shaw Brothers Construction – MaineDOT prequalified consultant.
 - \$25,032 – Emergency contract to several pavement sinkholes and exploratory excavation at the International Marine Terminal.
- Soli DG Inc. – \$665,765 – Management contract: operations, security, and marketing for the International Marine Terminal.
- Laurence & Associates – MPA selected this firm to perform a load capacity study on the Eastport Dry Cargo Pier to facilitate the arrival of a mobile harbor crane. The facility has never used a mobile harbor crane and the calculations were necessary to maintain a safe working environment. MPA selected L&A because they were the firm that performed the engineering to load and offload the crane by floating barge. L&A had unique qualifications to perform the work and were able to do the work in a timely manner. Their rates were considered fair and reasonable.
 - \$18,000 – Contract to evaluate cargo pier surface following delivery of a mobile harbor crane to Estes Head Terminal, Eastport.
- Winton Scott Architects – MPA contracted with W&S architects to perform a feasibility study on the addition of new office spaces and meeting rooms to the existing Admin building owned and operated by the MPA. MPA selected W&S on a sole source basis since W&S was the firm that designed the admin building and was the most appropriate

firm to perform the work due to their unique qualifications and experience with the building, and facility systems, as well as their ability to perform the work in a timely manner. Their rates were considered fair and reasonable.

- \$11,000 – Contract for Feasibility Study Phase 1 for addition to ADMIN building at the International Marine Terminal.

- Kimberly Moulton – MPA selected Kim Moulton as a financial consultant to do bookkeeping and AR&AP for the MPA due to her unique qualifications and experience with the MPA financial systems and was selected on a sole source basis. Kim’s rates were considered fair and reasonable and were necessary to assist the MPA Executive Director during a transitory period in which the MPA hired internal staff.

- \$45,000 – Contract to perform financial services for MPA.

The MPA made the following procurements exceeding \$10,000 for equipment repair and maintenance, which are exempt from competitive procurement under MPA Policy 200-1:

- Eimskip – \$780,000 – Equipment Maintenance contract for the International Marine Terminal.

B. The MPA made the following contributions exceeding \$1,000 during the fiscal period:

- Eimskip – \$5,000 – Seafood Expo North America 2023 participation: cost share for booth.
- Maine Trailer – \$1,400 – Walk the Working Waterfront 2023 participation: container movements.
- Maine International Trade Center – \$1,500 – Trade Day 2023: sponsorship.
- American Association of Port Authorities – \$10,554 – Gross membership dues: FY23.
- American Association of Port Authorities – \$12,250 – Gross membership dues: FY24.

C. The MPA made the following updates to the MPA Policies and Procedures Manual during the fiscal period:

- 100-1. A. – added for board meetings to meet virtually, a telephone and email contact for members of the public who wish to participate remotely will be specified. (04.10.23 Meeting)