

MAINE STATE LEGISLATURE

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**STATE OF MAINE
CONNECTME AUTHORITY
78 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0078**

January 24, 2025

Honorable Matthea Daughtry
President of the Senate
3 State House Station
Augusta, Maine 04333

Honorable Ryan Fecteau
Speaker of the House
2 State House Station
Augusta, Maine 04333

Dear President Daughtry and Speaker Fecteau:

Pursuant to 5 M.R.S.A., Section 12023, please consider this the letter of transmittal for the required FY 2024 report from the Maine Port Authority due by February 1, 2025.

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

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chelsea Pettengill", with a long, sweeping horizontal stroke extending to the right.

Chelsea Pettengill
Interim Executive Director

Pursuant to 5 MRSA § 12023, the Maine Port Authority (MPA) is pleased to submit this FY2024 report.

A. For the period July 1, 2023, to June 30, 2024, the Maine Port Authority (MPA) made the following procurements exceeding \$10,000 by sole source due to the contractors' unique compatibility that met the MPA's business needs:

- Colby Company Engineering – MaineDOT prequalified consultant.
 - \$11,010.00 – Contract to provide MPA with Request for Proposal preparation services as well as Construction Administration for marine bollard replacement and refurbishment at the International Marine Terminal (IMT).

- Jacobs Engineering Company – MaineDOT prequalified consultant.
 - \$200,000.00 – Contract to provide MPA with on-call engineering consulting services. Jacobs Engineering Company shall serve MPA with ports and maritime engineering and a wide array of miscellaneous services to support the development of ports in the State of Maine.

- Stantec Consulting Services Inc. – MaineDOT prequalified consultant.
 - \$32,381.00 – Contract to provide MPA with state and federal permits for dredging at the IMT.

- Haley and Aldrich – MaineDOT prequalified consultant.
 - \$10,500.00 – Contract to provide MPA with concept-level geotechnical engineering services for addition to admin building at the IMT.

- Herzog Contracting Corporation – MaineDOT prequalified consultant.
 - \$195,000.00 – Contract to provide MPA and MaineDOT with grant writing services in relation to U.S. DOT's Multimodal Discretionary Grant Program (MPDG), Maritime Administration's (MARAD) 2024 Port Infrastructure Development Program (PIDP) grant program, and the Environmental Protection Agency's (EPA) Clean Ports Program's (CPP) grant program.

- United States Maritime Resource Center (USMRC) – MaineDOT prequalified consultant.
 - \$90,880.00 – Contract to provide MPA with marine operations research services employing area modeling and full mission bridge navigation simulation technologies to evaluate feasibility of floating offshore wind marine operations at the Port of Searsport.

- Winton Scott Architects – MPA contracted with Winton Scott 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 Winton Scott on a sole source basis since this 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 fair and reasonable.

- \$24,030.00 – Contract for Feasibility Study Phase 2 for addition to admin building at the IMT.
- Don’s Electric – MPA contracted with Don’s Electric to replace three exterior wall lights on the M&O building, furnish one transformer with a 3 phase 480 volt plug and a 3 phase 120/208 cord to plug in the Kalmar Reach Stackers, as well as replace ten exterior wall lights on the Container Freight Station (CFS or Rubb) building at the IMT. MPA selected Don’s Electric on a sole source basis because of their unique qualifications to perform refurbishments on equipment at the IMT. No other local electricians researched offer this service. Don’s Electric rates were fair and reasonable.
 - 11,108.00 – Contract for light replacements for M&O and CFS buildings and one transformer furnishing at the IMT.
- Connectivity Point – Please see Exhibit A – Procurement of Services via Sole Source.
 - \$54,618.10 – Contract to provide fiber backbone installation services at the IMT.
- Connectivity Point – Please see Exhibit A – Procurement of Services via Sole Source.
 - \$74,469.00 – Contract to provide security access control installation services at the IMT.

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 2024 participation: cost share for booth.
- Eimskip – \$1,250.00 – American Journal of Transportation – April 2024 Edition: cost share for advertisement.
- Maine International Trade Center – \$2,000 – Trade Day 2024: sponsorship.
- American Association of Port Authorities – \$12,801.00 – Gross membership dues: FY25.

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

- 100-2 Responsibilities of Executive Director (02.16.24 Meeting)
 - Updated MPA’s Executive Director job description and responsibilities.
 - Added Deputy Director, Operations Manager and Finance and Marketing Manager job descriptions and responsibilities.

- 200-1 Fiscal Management Policy (02.16.24 Meeting)
 - Updated – Increased Executive Director’s spending authority. The Executive Director is not authorized to commit the Authority to any expenses over \$25,000.00 without prior approval from the Board.

- Appendix E: 200-4 Investment Policy – Attachment A (02.16.24 Meeting)
 - Updated – authorized personnel

- Appendix E: 200-4 Investment Policy – Attachment B (02.16.24 Meeting)
 - Updated – authorized broker/dealers and financial institutions

- 200-6 Credit Card Policy (02.16.24 Meeting)
 - Added – credit card policy and signature required agreement for all MPA employees with approved issuance of an MPA credit card.

Exhibit A



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MEMORANDUM

TO: Krystal Fogg
FROM: Matthew Burns, Executive Director, Maine Port Authority
DATE: October 10th, 2023
SUBJECT: Procurement of Services via Sole Source

The International Marine Terminal (IMT), which is owned by the MaineDOT and operated by the Maine Port Authority (MPA) and Eimskip utilizes an access control system in accordance with regulations from the Marine Transportation Safety Act (33 CFR 105). This system regulates access to all facility gates, a warehouse, rail siding, cargo handling areas, and the majority of doors in both office buildings. The access control system is currently inadequate to meet the MPA's needs and requirements to maintain compliance with its Facility Security Plan and MTSA regulations.

The MPA intends to contract directly with a third-party telecom service provider (Connectivity Point) for the following:

Fiber Backbone Installation: Facilitate the run of new fiber communication lines throughout the terminal and associated office buildings. This includes new single mode fiber and associated equipment at each building and security box, with a direct link back to the main admin building. The total cost to complete the project is \$40,026.85.

Security Access Control Installation: Facilitate a full replacement of existing and outdated Lenel system with a Kantech system. This includes labor and materials, with as much of the existing hardware to be used as possible. The total cost to complete the project is \$74,469.00.

The MPA is foregoing a competitive bid process for this project and is contracting directly with Connectivity Point for both items and a total project cost of \$114,495.85. MPA has justified this sole source procurement in the following ways:

- 1.) The project need is immediate. Every day that operations continue at the IMT with the currently installed fiber and Lenel access system, we run the risk of interrupting operations due to failure in either or both of those systems. The Lenel system is also several versions out of date and cannot be brought up to a current version without significant expense to the MPA.
- 2.) MPA believes the cost is fair and reasonable based on market data and information obtained through discussions with consultants and other vendors.
- 3.) This cost proposal is the best value for the State of Maine/MPA for several reasons:
 - a. Fair and reasonable rates.
 - b. Insourcing a service from a Massachusetts based business to Maine based business.
 - c. Consolidating vendors by going with Connectivity Point. Connectivity Point will install and maintain the entire access control and fiber telecom system. Previously, the MPA was using two separate vendors which led to difficulty coordinating technicians for repairs and higher costs.
 - d. Maine based technicians with on-call service capability will lead to faster response time when there are faults in the system.
 - e. Synergy with IT managed services, as Connectivity Point and the MPA's IT vendor have a working relationship which creates more efficient and on-time scheduling for maintenance and a better value for the MPA.