



Greater New Haven Water Pollution Control Authority

260 East Street New Haven, CT 06511
203.466.5280 p 203 772.1564 f www.gnhwpca.com

REGULAR MEETING OF THE
GREATER NEW HAVEN WATER POLLUTION CONTROL AUTHORITY
BOARD OF DIRECTORS
TUESDAY, OCTOBER 13, 2020 6:00 P.M.
260 EAST STREET
NEW HAVEN, CONNECTICUT

****In accordance with Section 2.10 of the Authority's Bylaws and Governor Lamont's Executive Orders concerning "Stay Safe, Stay Home" and the conduct of public meetings remotely, the meeting will be conducted via teleconference of the Board of Directors.*

NO IN-PERSON PUBLIC ATTENDANCE WILL BE PERMITTED.

*A recording or transcript of the meeting will be accessible to the public online after the meeting at the GNHWPCA website at gnhwpca.com. ****

CALL-IN INFORMATION:

Dial: (929) 205-6099

Enter meeting ID number 883 0454 5341 and press #

Enter passcode 485814 and press #

AGENDA

1. Approval of minutes of September 8, 2020 – Regular Meeting.
2. Public participation relating to agenda items.
3. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate and execute a Memorandum of Understanding with the Connecticut Department of Energy and Environmental Protection regarding the completion of a conceptual design for improving the fats, oil and grease (FOG) receiving and processing system at the East Shore Water Pollution Abatement Facility.
4. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate, execute and deliver an agreement with Brown and Caldwell for conceptual design services for improving the grease receiving

and processing system at the East Shore Water Pollution Abatement Facility, in an amount not to exceed \$51,500.

5. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate, execute and deliver an agreement with National Water Main Cleaning Company for inflow/infiltration rehabilitation in Hamden and East Haven, in an amount not to exceed \$5,855,842.
6. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate, execute and deliver an agreement with Arcadis U.S., Inc. for construction administration and inspection services to complete cured-in-place lining of sewer pipes, in an amount not to exceed \$714,052.
7. Consideration and approval of a resolution approving a list of prequalified engineering/consulting firms to provide the Authority with on-call contract engineering services.
8. Consideration and approval of certain departmental Budget Transfer Requests.
9. Executive summary and department updates and presentations.
10. Consideration and approval, as necessary, of any other new business of the Authority.
11. Call to the public.
12. Adjournment.



Greater New Haven Water Pollution Control Authority


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DATE: October 5, 2020
TO: Sidney J. Holbrook, Executive Director
FROM: Gary Zrelak, Director of Operations
RE: Memorandum of Understanding (MOU) Execution
Supplemental Environmental Project (SEP)
Fats, Oil and Grease (FOG) Receiving Conceptual Design

Sid:

I request that the above-mentioned recommendation be added to the October 13, 2020 Board Meeting Agenda for resolution.

The Operations Department request authorization for the Executive Director to negotiate and execute attached Draft Memorandum of Understanding with the Department of Energy and Environmental Protection. The purpose of this MOU is to document the understanding regarding the completion of a conceptual design for improving Fats, Oil and Grease (FOG) receiving and processing system at the East Shore Water Pollution Abatement Facility. This project will be funded through monies received by the Department of Energy & Environmental Protection from American GreenFuels, LLC as a Supplemental Environmental Project (SEP) in lieu of a cash penalty.


Gary Zrelak
Director of Operations

e-copy: Gabe Varca, Director of Finance & Administration
Lou Criscuolo, Deputy Director of Finance and Administration
Tom Sgroi, Director of Engineering
Joseph Megale, Deputy Director of Operations

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
AND
GREATER NEW HAVEN WATER POLLUTION CONTROL AUTHORITY**

This Memorandum of Understanding ("MOU") is made and concluded in Hartford, Connecticut by and between the **Connecticut Department of Energy and Environmental Protection ("Department")**, represented by **Katie Dykes, Commissioner ("Commissioner")** and **Greater New Haven Water Pollution Control Authority ("GNHWPCA")**, represented by **Sidney J. Holbrook, Executive Director**. The purpose of this memorandum is to document the understanding between the parties regarding the completion of a conceptual design for improving Fats Oil and Grease (FOG) receiving and processing system at the East Shore Water Pollution Abatement Facility (ESWPAF).

Whereas, **American GreenFuels, LLC** has agreed, pursuant to **Consent Order No. COWRIN19001** with the Department, to provide payment in the amount of **fifty one thousand five hundred dollars (\$51,500)** directly to GNHWPCA to fund a supplemental environmental project ("SEP") and;

Whereas, a proposal for performing such SEP has been submitted by GNHWPCA and approved by the Department ("project").

Now, therefore, the Department and GNHWPCA agree as follows:

GNHWPCA agrees to:

1. Within five (5) business days from the date of receipt of SEP funds under this MOU, notify the Commissioner in writing of the amount of such funds that were received and deposit such funds in a federally insured, interest bearing account. Such SEP funds, including any interest accruals, shall be kept separate from all other assets or accounts held by GNHWPCA and used solely for the purposes of fulfilling GNHWPCA's obligations under this MOU.
2. To the extent the GNHWPCA is able to obtain all required federal, state and local permits and approvals required for the project, perform the project to its fullest detail as approved. To the extent of available funding, the project shall be fully performed by no later than 260 days from receipt of SEP funds.
3. Obtain all federal, state or local permits or approvals required pursuant to applicable law to carry out the project.
4. Maintain adequate staffing to oversee the work and accounting of the project to its completion.

5. Report to the Department on a quarterly basis. Quarterly reports shall be submitted to the Department on or before January 15 for the quarter ending December 31, April 15 for the quarter ending March 31, July 15 for the quarter ending June 30 and October 15 for the quarter ending September 30, beginning with the execution of this MOU. Each quarterly report shall include but not be limited to the following information:
 - Progress of the project;
 - A complete accounting of actual project costs incurred to date;
 - Planning for the remaining project tasks to be performed;
 - Any other activities, occurrences, or findings related to this project; and
 - Any other reasonable information requested by the Department for the purpose of evaluating the progress of the project.
6. Within sixty (60) days after completion of the project, prepare and submit a comprehensive final report that shall include, but not be limited to:
 - Written certification that the project has been completed as approved.
 - A complete accounting of actual project costs and all interest accruals on the SEP funds including an itemized list of expenditures and copies of receipts and invoices;
 - Discussion of the environmental benefits resulting from the project;
 - Level of success and results.
7. Submissions required under this MOU shall be made to Christopher Gerke, Environmental Analyst 3, Department of Energy and Environmental Protection, Bureau of Materials Management and Compliance Assurance, Water Permitting and Enforcement Division, 79 Elm Street, Hartford, CT 06106-5127, chris.gerke@ct.gov.

Reimbursement of Unexpended SEP Funds:

Within seven (7) business days after the submission of the final report as set forth in Item #6 above, or upon the expiration of this MOU or any extension of time of performance authorized by the Commissioner pursuant to this paragraph, whichever is earlier, GNHWPCA shall remit the total amount of any unexpended SEP funds, including any unexpended interest accruals, to the Commissioner. Such payment shall be mailed or personally delivered to the Department of Energy and Environmental Protection, Bureau of Financial and Support Services, Accounts Receivable Office, 79 Elm Street, Hartford, Connecticut 06106-5127, and shall be by certified or bank check payable to the "Treasurer, State of Connecticut". The check shall state on its face, "Reimbursement of Unexpended SEP Funds."

Time of Performance:

This MOU shall be in effect until June 30, 2022. Following written request by GNHWPCA, the Commissioner may extend the time of performance as necessary to complete the supplemental environmental project.

CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION

By: _____ Date: _____
Betsey Wingfield, Deputy Commissioner

GREATER NEW HAVEN WATER POLLUTION CONTROL AUTHORITY

By: _____ Date: _____
Sidney J. Holbrook, Executive Director

DRAFT



Greater New Haven Water Pollution Control Authority

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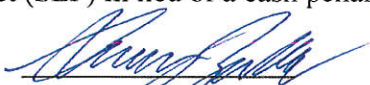
DATE: October 5, 2020
TO: Sidney J. Holbrook, Executive Director
FROM: Gary Zrelak, Director of Operations
RE: Task Order Recommendation
Brown and Caldwell
Fats, Oil and Grease (FOG) Receiving Conceptual Design

Sid:

I request that the above-mentioned recommendation be added to the October 13, 2020 Board Meeting Agenda for resolution.

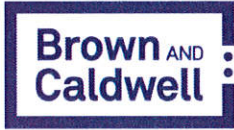
This request is to assist the Authority by providing professional services associated with the conceptual design for improving the grease receiving and processing system at the East Shore Water Pollution Abatement Facility. This scope of work will allow for improving the offloading and storage of wet well grease removed from the pump stations as well as FOG deliveries.

I recommend approval of the attached Brown and Caldwell proposal dated September 30, 2020. The amount of these services shall not exceed Fifty-One Thousand Five Hundred Dollars (**51,500.00**). This project will be funded through monies received by the Department of Energy & Environmental Protection from American GreenFuels, LLC as a Supplemental Environmental Project (SEP) in lieu of a cash penalty.


Gary Zrelak
Director of Operations

e-copy: Gabe Varca, Director of Finance & Administration
Lou Criscuolo, Deputy Director of Finance and Administration
Tom Sgroi, Director of Engineering
Joseph Megale, Deputy Director of Operations

September 30th, 2020



Conceptual Design for Improving Fats Oil and Grease (FOG) Receiving SOW

Mr. Joseph Megale
Greater New Haven Water Pollution Control Authority
260 East Street
New Haven, CT 06512

Subject: Proposed Scope and Fee for conceptual design for improving fats oil and grease (FOG) receiving

Dear Mr. Megale:

In accordance with your request, Brown and Caldwell (BC or Consultant) is pleased to present this proposal for the conceptual design for improving fats oil and grease (FOG) receiving and processing system at the East Shore Water Pollution Abatement Facility (ESWPAF).

Project Understanding

GNHWPCA is requesting a conceptual design for improving grease receiving to allow for the offloading and storage of wet well grease removed from GNHWPCA pump stations as well FOG deliveries. The conceptual design shall include design elements such as:

- Truck offloading connection or dumping point
- A receiving tank or pit
- Screening system to remove debris from the grease as it is transferred out of the receiving tank
- Pumping systems allowing for the transfer of the grease within the facility
- A decant system to process /refine the grease
- Pumping systems to transfer to tanker trucks, sludge storage tanks, or to the cake conveyor belt.
- Hot water supply to allow for flushing of the delivery vehicle and heating the receiving tank
- Connection to existing odor control infrastructure

Scope of Work

The scope of work to be performed by BC under the conceptual design for improving fats oil and grease (FOG) receiving and processing system at the East Shore Water Pollution Abatement Facility (ESWPAF) Project is described below.

Phase 100 – Project and Design Management

The purpose of this task is to provide for the initiation and overall management of engineering activities. An overall schedule and work plan will be implemented so that work activities are completed in a properly integrated and timely manner. In addition, this task includes those elements necessary to properly manage, lead, and control the Project.

- A project kickoff conference call will be organized to discuss the project goals and objectives, scope of work, deliverables, schedule, critical success factors, and establish lines of communications with the project team.
- A project schedule showing preliminary dates for deliverables and anticipated dates for workshops, QC reviews, meetings, and submittals will be prepared and provided.
- Brown and Caldwell will share monthly status updates with Authority staff and provide information on the activities, information needs, schedule, and budget for the various tasks. The monthly status update will be included with the invoice.
- Conference calls will be scheduled as needed to resolve questions, obtain direction, and communicate with the Authority's staff.
- As part of the Project Management Plan for this project, Brown and Caldwell will develop and implement a quality assurance/quality control (QAQC) program. Senior reviewers will participate and perform internal QAQC review of work products for project deliverables and milestones. Issues identified during the formal internal QAQC review will be addressed prior to submittal to the Authority. Formal QAQC periods will be included in the project schedule and this project schedule will be revisited at all internal team meetings.
- Development of quarterly reports for submission to the CTDEEP. Each quarterly report shall include but not be limited to the following information:
 - Progress of the project
 - A complete accounting of actual project costs incurred to date;
 - Planning for the remaining project tasks to be performed;
 - Any other material activities, occurrences, or findings related to this project; and
 - Any other reasonable information requested by the Department for the purpose of evaluating the progress of the project.
- Development of a final report within 60 days after completion of the project for submission to the CTDEEP. The comprehensive final report shall include, but not be limited to:
 - Written certification that the project has been completed as approved.
 - A complete accounting of actual project costs and all interest accruals on the SEP funds including an itemized list of expenditures and copies of receipts and invoices;
 - Discussion of the environmental benefits resulting from the project;
 - Level of success and results

Phase 200 – Evaluations

- BC will evaluate the feasibility of two potential locations for the new grease receiving equipment and provide a recommended alternative. The potential locations may include:
 - Site to be identified at project kick-off
 - The area just west of the sludge storage tank in the location where the fuel cell once sat
- BC will evaluate FOG material quantities and existing flows from wetwell cleaning, grease trap pumpings and scum
- BC will evaluate sizing of tankage and the facility footprint
- BC will provide equipment recommendations for pumps, heating & mixing system, screening equipment, and decant system
- BC will develop conceptual design sketches that shows location and configuration of the system, piping layout, electrical homeruns
- BC will evaluate offloading/transfer location to determine acceptable turning radii and location of trench drain/spill prevention infrastructure
- BC will provide an AACE Class IV estimate, -30% to +50% level of accuracy
- BC will perform a market analysis to determine an anticipated revenue stream. Results will be used to determine a project payback period.

Phase 300 – Technical Memorandum

- BC will develop a technical memorandum documenting the findings of our evaluations described in phase 200.
- BC will hold a review conference call to discuss the results of the TM and address any questions of comments from the Authority.
- BC will address comments from the Authority and submit a final draft of the TM.

Deliverables

Deliverables provided by BC will include the following:

- Final report which includes the Technical memorandum documenting result of the evaluation.
- Quarterly reports (if required)
- Sketches including conceptual site plans, system configuration, piping layout, and electrical home runs. Sketches may be in the form of edited record drawing .pdfs or sketches developed in Autocad.
- AACE Class IV Estimate

Compensation

BC will provide the services included in this scope of work for a lump sum fee of \$51,500. Services will be invoiced monthly based on the percentage of the scope complete.

Schedule

The estimated time for completion is within 120 calendar days after notice to proceed.
No later than 260 days after notice to proceed.



MEMORANDUM

DATE: October 5, 2020

TO: Sidney J. Holbrook

FROM: Thomas Sgroi, PE
Director of Engineering

RE: Contract Award Recommendation
National Water Main
Project No. CWF 2016-06
Inflow / Infiltration (I/I) Rehabilitation
Hamden – Middle Thorpe Drive and Upper Thorpe Drive / Paradise Avenue
Easement and East Haven – Meter Areas 5, 9 and 13

Sid:

I request that the above-mentioned recommendation be added to the October 13, 2020 Board Agenda for resolution.

In accordance with the guidelines set forth by the DEEP for this I/I project, the work includes lining approximately 23,200 linear feet of pipe ranging from 8 to 36-inches in diameter and rehabilitating approximately 250 manholes. These improvements are expected to remove approximately 0.43 million gallons per day of Infiltration and Inflow. The project will also provide a previously unavailable easement service road to insure long term maintenance of our infrastructure.

The project was advertised on June 26, 2020 and 4 bids were received on September 15, 2020. After review of the bids and confirmed recommendation by our consultant Arcadis, I support and recommend approval of the low bidder **National Water Main Cleaning Company** in the amount of \$5,323,493 plus a contingency of \$532,349 for a total amount not to exceed of **\$5,855,842**. The project bid tabulation is attached for your reference.

The project is DEEP Clean Water Fund (CWF) eligible as follows:

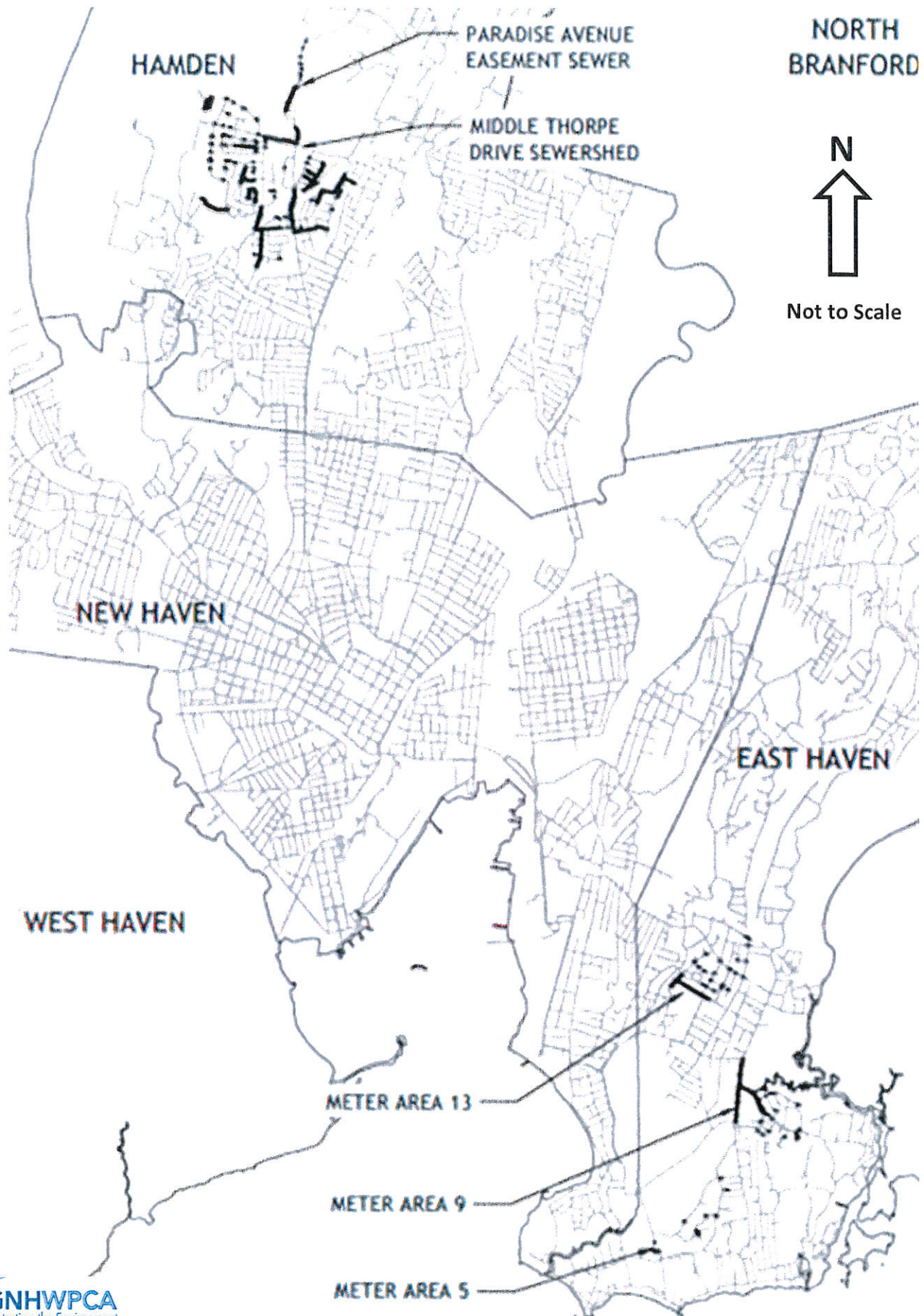
- CWF I/I 100% Loan



Thomas V. Sgroi, PE
Director of Engineering

ccopy: Gabe Varca, Gary Zrelak
Lou Criscuolo, Mario Riconzi, Bruce Kirkland

[illegible]



CWF 2016-06

I/I Rehabilitation Hamden & East Haven



Greater New Haven Water Pollution Control Authority

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203.466.5280 p 203 772.1564 f www.gnhwpca.com

MEMORANDUM

DATE: October 5, 2020

TO: Sidney J. Holbrook

FROM: Thomas Sgroi, PE
Director of Engineering

RE: Task Order Recommendation
ARCADIS – Construction Administration and Inspection Services
Project No. CWF 2016-06
Inflow / Infiltration (I/I) Rehabilitation
Hamden – Middle Thorpe Drive and Upper Thorpe Drive / Paradise Avenue
Easement and East Haven – Meter Area 5, 9 and 13

Sid:

I request that the above-mentioned recommendation be added to the October 13, 2020 Board Agenda for resolution.

Arcadis will provide construction administration and inspection services to complete cured-in-place lining of sewer pipes to remove infiltration and inflow sources as identified in the ARCADIS Sanitary Sewer Evaluation Study completed in January of 2014 and approved by CT DEEP. The project covers report areas 5, 9 and 13 in East Haven and the Middle Thorpe Drive sewershed along with the area known as the Paradise Avenue Easement Area in Hamden. Portions of pipe segments within this easement will address infiltration identified in a legacy Consent Order with the Town of Hamden dating back before regionalization of the Authority.

I recommend approval of the attached ARCADIS Scope of Services in the amount of \$649,138 plus a contingency of \$64,914 for a total not to exceed of **\$ 714,052.**

The project is DEEP Clean Water Fund (CWF) Eligible as follows:

- DEEP CWF I/I 100% Loan



Thomas V. Sgroi, PE
Director of Engineering

ecopy: Gabe Varca, Gary Zrelak
Lou Criscuolo, Mario Ricoszi, Bruce Kirkland

Mr. Thomas V. Sgroi, P.E.
Director of Engineering
Greater New Haven Water Pollution Control Authority
260 East Street
New Haven, CT 06511

Arcadis U.S., Inc.
500 Edgewater Drive
Suite 511
Wakefield
Massachusetts 01880
Tel 781 224 4488
Fax
www.arcadis.com

Subject:
On-Call Engineering Services
Contract No. CWF2016-06
Sewer System Improvements to Reduce Infiltration/Inflow
Hamden – Middle Thorpe Drive and Upper Thorpe Drive/Paradise Ave.
Easement and East Haven – Meter Areas 5, 9, and 13
Construction Administration and Resident Inspection Services

WATER DIVISION

Date:
October 2, 2020

Dear Mr. Sgroi:

Contact:
Scott Haynes, PE, BCEE

As part of a continuing infiltration and inflow (I/I) reduction program, Arcadis will assist the Greater New Haven Water Pollution Control Authority (GNHWPCA) with construction administration and resident inspection (CA/RI) services in the subject sewershed areas within Hamden and East Haven.

Phone:
781.213.4905

Email:
Scott.haynes@arcadis.com

PROJECT UNDERSTANDING

Our ref:
05654065

The GNHWPCA owns and operates a wastewater collection and treatment system that serves more than 200,000 residents of New Haven, Woodbridge, Hamden and East Haven. The wastewater collection system includes both combined and separate sewers; the combined sewers being located only in New Haven.

Metering data contained in the CSO Long Term Control Plan confirmed that wet weather peaking factors from the East Haven, Hamden and Woodbridge sanitary sewer systems are as much as ten times the dry weather flow. These excessive wet weather flows exacerbate CSOs in the New Haven collection system and take up needed wet weather capacity at the East Shore WPCF.

As part of a phased approach, an SSES program targeting high I/I in the Middle Thorpe and Upper Thorpe Drive Area/Paradise Avenue Easement in Hamden, and in Meter Areas 5, 9 and 13 in East Haven, identified excessive I/I. Based on those findings, Arcadis has assisted the GNHWPCA with the design and development of bid documents for the construction of "Sewer System Improvements to Reduce Infiltration/Inflow" within those sewersheds.

SCOPE OF SERVICES

Arcadis has completed the design of the sanitary sewer and manhole rehabilitation project in the Middle Thorpe and Upper Thorpe Drive/Paradise Ave. Easement in Hamden and in Meter Areas 5, 9 and 13 in East Haven. The scope of construction work for this rehabilitation project includes preparatory sewer cleaning and closed circuit television inspection; cured-in-place pipe lining of approximately 25,000 linear feet of sanitary sewer; rehabilitation of approximately 140 service connections by lateral connection liners or epoxy repair; rehabilitation of approximately 200 manholes; installation of 26 watertight manhole frames and covers; replacement of 40 manhole frames and covers; resetting to grade 45 manholes; reestablishing approximately 355 house service connections; cutting approximately 18 protruding taps; and construction of a permanent access road within the Paradise Avenue sewer easement. Bidding for this project is on-going with bid opening for September 15, 2020, and we understand that the GNHWPCA intends to award this project in the Winter of 2020, pending completion of the funding and other approvals by the Connecticut Department of Energy and Environmental Protection (CT DEEP).

Task 1 – Land Surveying Services for Paradise Avenue Easement Construction Access Stakeout and Post-Construction Survey and Easement Plan

Arcadis will subcontract with a State Licensed Professional Land Surveying company to stakeout the preliminary construction access route through State-owned property adjacent to the Paradise Avenue Sewer Easement and to complete a post-construction survey and develop a single plan and legal description for the GNHWPCA to take a permanent easement for both the newly constructed access road and the Paradise Avenue Easement Sewer alignment. Surveying services shall be provided by our subcontractor, Zuvic, Carr and Associates, Inc., in two phases, before and after construction. The scope is more clearly defined as indicated in **Attachment 1 – Land Survey Services Proposal**, Zuvic, Carr and Associates, Inc., dated March 10, 2020, revised August 3, 2020.

Arcadis will coordinate and review all subcontracted surveying services, including review the field work (stakeout of access road, State property line and 100-year floodplain/100-foot elevation line). We will also review and comment on survey deliverables before submitting to the GNHWPCA. Property valuation and filing at the Registry of Deeds for the Paradise Avenue sewer easement will be completed by the GNHWPCA.

Task 2 – Construction Administration

Arcadis will provide office-based construction administration services on a cost plus fixed fee basis as described in **Attachments 2A and 2B** in support of, and supplemental to, the resident inspection regarding interpretation of the plans and other services described below. If there is any conflict between Attachment 2B and the Contract between GNHWPCA and Arcadis, the Contract shall prevail. Arcadis anticipates a construction duration of eighteen months. We have assumed that construction administration will be performed for a period of eighteen months (exclusive of an estimated additional one month to complete Task 4 – Preparation of Project Record Drawings and Closeout Documents). The work included under this Task includes general administration of the construction contract; attendance at progress meetings, review of shop drawings, interpretation and clarification of the Contract Documents, review of contractor payment requests, along with certified payrolls and lien waivers, and periodic site visits.

Work under Task 2 also includes assistance with permit coordination and/or inspection assistance during construction, including:

- Review of Contractor submittals as they may relate to project permit requirements
- Tracking and coordinating permit compliance, including, as necessary, coordinating regulatory inspections, reporting, notifications and permit extension requests

Task 3 – Resident Inspection

Arcadis will provide resident inspection services to the GNHWPCA on a cost plus fixed fee basis as described in **Attachments 2A and 2B**. We have estimated that construction will occur over an eighteen-month period, and on-site, resident inspection services will be provided by Arcadis and our subconsultant as described below over the eighteen-month contract duration. During construction, the level of resident inspection services required will vary and will be determined by the nature of work occurring and the complexity of that work. Resident inspection services will be performed using one individual with primary responsibility over all site locations, supplemented by an inspector provided by a subconsultant, as warranted by the amount and location(s) of construction activity occurring at any given time during construction. The resident inspector will communicate with GNHWPCA and residents along with other State and municipal agencies as required during the performance of the Work. The resident will complete daily reports that will be submitted to GNHWPCA on a weekly basis.

As requested by the Authority, the budget for Resident Inspection services is as follows:

- Arcadis will provide up to 2,480 hours of on-site, resident inspection services over the duration of the project (62 weeks x 40 hours/week). Should this level of effort need to be extended, GNHWPCA and Arcadis will execute an Amendment for additional services.
- Inspection services will be supplemented by an inspector provided by DTC, Inc., our MBE subconsultant, during clearing of the Paradise Avenue Easement and construction of the construction access road. Arcadis' resident inspector will not be on-site for this work.
- Resident inspection services will not be provided during cleaning and CCTV inspection of nominal pipe sizes (8" – 18" diameter); Arcadis' inspector will be on-site for cleaning and CCTV of 36" diameter pipe on Hemingway Avenue and Coe Avenue.

Task 4 - Preparation of Project Record Drawings and Closeout Documents

Arcadis will complete and provide Record Drawings (As-Built) and project closeout documents on a lump sum fee basis as described in **Attachments 2A and 2B**. The work included under this Task includes completion of electronic Record Drawings in both AutoCAD and pdf format and completing closeout procedures and documentation at the end of construction.

MBE/WBE COMMITMENT

Arcadis is committed to compliance with the 3% MBE and 5% WBE goals of the State's Clean Water Fund requirements, as indicated in **Attachment 3A – Table 1: Fee Summary** and **Attachment 3C – CT DEEP Clean Water Fund Memorandum (2019-002) and Subconsultant's Connecticut Department of Administrative Services Supplier Diversity Program MBE/WBE Certificates**

We will subcontract with certified MBEs and WBEs and meet or exceed these goals. We have contacted the following firms and intend to utilize their services to comply with CT DEEP DBE/WBE/MBE requirements in accordance with CT DEEP Clean Water Fund Memorandum 2019-002:

- JKB Consulting (WBE) - Permit Compliance
- Zuvic, Carr and Associates, Inc (DBE/WBE/MBE) – Land Survey
- DTC, Inc. (MBE) - Resident Inspection

FEE

A detailed breakdown of the estimated level of effort, billable hourly rates, fixed fee, lump sum fee items, project expenses and subconsultant costs to complete the construction phase engineering services is provided in **Attachment 3A – Table 1: Fee Summary** and **Attachment 3B – EPA Form 5700-41**. Pertaining to cost plus fixed fee Tasks 1 – 3, in accordance with our on-call services agreement, the fixed fee (profit) for this project is set at 10% of direct and indirect labor costs. Any costs incurred under Tasks 1 – 3 which exceed the indicated not-to-exceed project costs for those Tasks will be billed at the billable hourly rates indicated less 10%. Arcadis proposes to complete Tasks 1 - 4 on a combined cost plus fixed fee and lump sum basis, for a not-to-exceed, total fee of \$649,138.

The attached 5700 form provides a breakdown of hours and subconsultant costs required to complete the entire scope of CA/RI services.

SCHEDULE

Arcadis anticipates the following schedule by task:

Construction Contract (18 months): December 2020 – May 2022

Task 1

- Pre-Construction Stakeout Survey (1 month): December 2020
- Post-Construction Easement Survey (1 month): June 2022

Task 2

- Construction Administration (18 months): December 2020 through May 2022

Task 3

- On-Site Resident Inspection (18 months): December 2020 through May 2022

Task 4

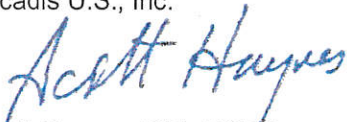
- Record Drawings and Closeout Documents (1 month): May 2022
- Resident Inspector will assist with project closeout documentation

Mr. Thomas Sgroi, Director of Engineering
Greater New Haven WPCA
October 2, 2020

Arcadis appreciates the opportunity to assist the Greater New Haven WPCA with this important project and we look forward to continuing and expanding our successful partnership. Should you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

Arcadis U.S., Inc.



Scott Haynes, P.E., BCEE
Associate Vice President

Copies:

Mario Ricozzi – GNHWPCA;
Raul Torres, Sean Mitchell - Arcadis

Attachments:

Attachment 1 – Land Surveying Services Proposal - Zuvic, Carr and Associates, Inc.

Attachment 2A – GNHWPCA Construction Phase Services Outline

Attachment 2B – Detailed Scope of Construction Phase Engineering Services

Attachment 3A – Table 1: Fee Summary

Attachment 3B – EPA Form 5700-41

Attachment 3C – CT DEEP Clean Water Fund Memorandum (2019-002) and
Subconsultant's CT Department of Administrative Services Supplier
Diversity Program MBE/WBE Certificates

Greater New Haven WPCA
Sewer System Improvements to Reduce Infiltration/Inflow
Hamden – Middle Thorpe Drive and Upper Thorpe Drive/Paradise Ave. Easement
and East Haven – Meter Areas 5, 9, and 13
CWF 2016-06

[illegible]



MEMORANDUM

October 2, 2020

TO: Sidney J. Holbrook

FROM: Thomas V. Sgroi
Director of Engineering

RE: On-Call Engineering Prequalification List Recommendation
RFQ 2020-01 Request for Qualifications (RFQ)

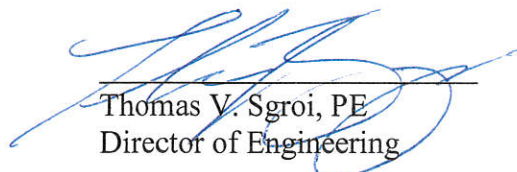
Sid:

I request that the above-mentioned recommendation be added to the October 13, 2020 Board Agenda for resolution.

On July 1st, 2020, the Engineering Department received qualification statements from engineering/consulting firms interested in being selected for an on-call contract with the Authority to perform work within various Engineering service areas. The Authority required firms to submit qualifications packages highlighting the work areas for which they wish to be considered. The Authority conducted this evaluation in accordance with the Qualifications Based Selection of Design Professionals guidelines published by the Connecticut QBS Council.

There were 27 firms Statements of Qualifications submitted, covering 13 different service areas of work. The qualifications were distributed and reviewed by a panel of 6 members of the Authority's Engineering and Operations staff. The firms were rated and scored under several different criteria to evaluate the firm's personnel, qualifications, experience and understanding of the RFQ.

This process has resulted in the attached list of firms which are prequalified to work in their respective areas of specialty. On behalf of the selection panel, I request that this list of firms be accepted by the Board of Directors and the Authority enter into 3-year on-call contracts with each firm with up to two (2) – one (1) year optional extensions at the discretion of the Authority.


Thomas V. Sgroi, PE
Director of Engineering

ccopy: Gabe Varca, Gary Zrelak
Lou Criscuolo

GREATER NEW HAVEN WATER POLLUTION CONTROL AUTHORITY
RFQ 2020-01 SELECTION COMMITTEE RECOMMENDATIONS
9/9/20

				Major Service Areas			Specialty Service Areas										
	Date Received	Consultant	Number of Service Areas applied for	Wastewater Treatment & Major Pump Stations	Wastewater Collection Systems	Minor Pump Stations	Energy	Electrical	Value Engineering	Geotechnical	Environmental/Remediation/Permitting	Land Surveying	Flow Monitoring	Green Infrastructure	Geographic Information Systems	DOT Utility Relocation	Number of Service Areas selected for
NUMBER OF SUBMITTALS BY SERVICE AREA				13	21	16	7	10	7	10	13	10	5	10	7	11	
1	6/30/2020	AECOM Technical Services, Inc.	7	X	X		X		X	X						X	6
2	7/1/2020	Anchor Engineering Services, Inc.	4								X	X					2
3	7/1/2020	ARCADIS U.S., Inc.	8	X	X	X	X	X	X		X			X			8
4	7/1/2020	Brown and Caldwell	9	X	X	X	X	X	X		X			X			8
5	7/1/2020	Cardinal Engineering Associates, Inc.	5		X							X				X	3
6	7/1/2020	CDM Smith Inc.	11	X	X	X											3
7	6/24/2020	Criscuolo Engineering LLC	3		X	X						X					3
8	7/1/2020	CSL Services, Inc.	1										X				1
9	7/1/2020	D&B Engineers, LLC	4		X	X											2
10	6/26/2020	Diversified Technology Consultants, Inc.	8		X						X			X		X	4
11	7/1/2020	Freeman Companies, LLC	3								X	X					2
12	7/1/2020	Fuss & O'Neill, Inc.	7		X	X					X			X		X	5
13	7/1/2020	GEODesign, Inc.	1							X							1
14	7/1/2020	H.W. Lochner, Inc.	1													X	1
15	6/26/2020	Haley & Aldrich, Inc.	1							X							1
16	7/1/2020	Hazen and Sawyer	3	X	X	X											3
17	7/1/2020	Jacobs Engineering Group Inc.	11	X	X	X	X	X	X	X	X			X	X		10
18	6/29/2020	Kleinfelder Notheast, Inc.	7		X									X			2
19	7/1/2020	Langan CT, Inc.	5								X				X		2
20	7/1/2020	Luchs Consulting Engineers, LLC	3									X				X	2
21	7/1/2020	Martinez Couch & Associates, LLC	2		X							X					2
22	7/1/2020	Milone & MacBroom, Inc.	6		X						X	X				X	4
23	7/1/2020	PRIME AE Group, Inc.	4		X							X					2
24	7/1/2020	Stantec Consulting Services Inc.	3				X										1
25	7/1/2020	Weston & Sampson Engineers, Inc.	10		X	X		X			X	X	X	X		X	8
26	7/1/2020	Woodard & Curran, Inc.	6	X							X						2
27	7/1/2020	Wright-Pierce	7	X	X	X		X									4
NUMBER OF FIRMS SELECTED BY SERVICE AREA				8	17	10	5	5	4	4	11	9	2	7	2	8	



Greater New Haven Water Pollution Control Authority

345 East Shore Parkway New Haven, CT 06512 203 466 5281 p 203 466 5286 f www.gnhwpca.com

To: Director of Finance and Administration

From: General Services

Date: 09/10/20

Re: Departmental Budget Transfer Request

Transfer Amount	Transfer From	Transfer To
\$15,000	01.1600.000.5960	01.1600.000.5661
	Damages & Settlements	Building Maint 260 East St
\$15,000	Total	

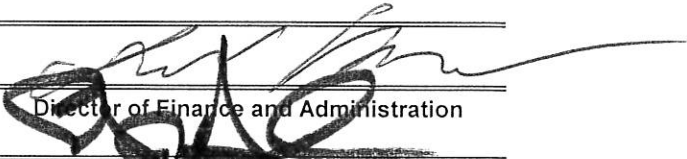
Explanation: Cleaning of 260 East Street through October 2020


Department Signature:

Approved by:

Approved by:

Board Approval:



Director of Finance and Administration


Executive Director
October 13, 2020

Date of Meeting

Notes:

All departmental budget transfers to and from Regular Wage (5010), Temporary & Part Time Wage (5011), and Overtime Wage (5015) Accounts shall be submitted to the Executive Director for review and approval

All fund transfers between departmental budgets and cost centers less than \$10,000 shall be submitted by the Director of Finance and Administration to the Executive Director for review and approval.

All fund transfers between departmental budgets and cost centers equal to and greater than \$10,000 shall be approved by the Board of Directors