GNHWPCA Protecting the Environment
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
WEDNESDAY, MARCH 10, 2021 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 880 0796 3647 and press #
Enter passcode 824118 and press #

AGENDA

1. Approval of minutes of February 10, 2021 – 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, execute and deliver an agreement with Weston & Sampson Engineers, Inc. for design services related to the rehabilitation of the Woodbridge Pump Station, for an aggregate amount not to exceed $68,310.00.
4. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate, execute and deliver a Settlement Agreement and General Release with ARAMARK Uniform & Career Apparel, LLC, for an aggregate amount not to exceed $14,000.00.
5. Executive summary and department updates and presentations.

6. Consideration and approval, as necessary, of any other new business of the Authority.
7. Call to the public.
8. Adjournment.

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MEMORANDUM

DATE: March 2, 2021

TO: Sidney J. Holbrook

FROM: Thomas Sgroi, PE
Director of Engineering

RE: Task Order Recommendation
SSF 2021-01 Woodbridge Pump Station Rehabilitation
Design Service

Sid:

I request that the above-mentioned recommendation be added to the March 10th, 2021 Board Agenda for resolution.

This request includes costs to provide design services for the above referenced project in accordance with the attached scope of services dated March 1, 2021 provided by Weston and Sampson. The design of the Woodbridge Pump Station includes an evaluation to replace the existing can station with submersible pump system. Weston and Sampson will provide a complete design package for full rehabilitation of the station to include new or upgraded wetwell, new pumps, electrical system, generator, and valve chamber with bypass pump connections. Weston and Sampson will assemble complete contract documents and bid package for advertisement by the Authority. Construction Administration and Inspection will be brought to the Board separately with the recommended contract award recommendation for this project.

I recommend approval of a Weston and Sampson Task Order in the amount of **$ 62,100** plus a 10% contingency **$ 6,210** for a total amount not to exceed **$ 68,310.**

The project is budgeted 100% from the Authority's Approved Capital Funds.

Thomas V. Sgroi, PE
Director of Engineering

ecopy: Gabe Varca
Lou Criscuolo
Gary Zrelak
Bruce Kirkland

Greater New Haven Water Pollution Control Authority
Master Services Consultant Agreement

Task Assignment Proposal
Woodbridge Pumping Station Rehabilitation
SSF 2021-01
March 1, 2021

1.1 PROJECT UNDERSTANDING:

A. The Greater New Haven WPCA (OWNER) has requested the services of Weston & Sampson Engineers, Inc. (ENGINEER) to assist the OWNER with the design, permitting, bidding and construction administration/resident engineering services for the Woodbridge Pumping Station Rehabilitation Project located at 66 Ansonia Road in Woodbridge.

B. Based upon the recent discussions with OWNER, ENGINEER understands that the overall project scope includes the design of upgrades to the existing facility consisting of a new precast concrete wetwell to house new submersible pumps and associated equipment and piping, abandonment of the existing steel drypit structure, provision of a new valve chamber with bypass connection, and provision of new electrical service and distribution equipment, new telemetry and controls, and a new standby generator.

C. ENGINEER shall perform the services described herein in accordance with the guidelines of the document entitled, "Guides for the Design of Wastewater Treatment Works, TR-16," 2011 Edition, published by the New England Interstate Pollution Control Commission.

D. ENGINEER's design of upgrades will roughly follow the OWNER's recently completed project at Mitchell Drive, utilizing similar configuration, details, and components at the ENGINEER's discretion and judgement.

1.2 SCOPE OF SERVICES:

A. Field Survey and Base Drawings

i. ENGINEER shall prepare base drawings upon which to depict the design of upgrades. The base drawings shall portray and reference the existing A-2 property and easement configurations as shown on the 11/28/2010 Property / Location Survey prepared by Jones Engineering LLC, upon which the ENGINEER shall rely without further verification.

ii. ENGINEER shall supplement the base drawing information by conducting field survey and/or field verification of existing site features.

1. Pumping station site plans shall be prepared at 20-scale with a 1-foot contour interval and supplemental spot elevations as appropriate. Plans will depict existing conditions within the PROJECT AREA including utility features and data, street layout and/or property line information, and Assessor's plans and property ownership information for adjacent parcels, if necessary. Items to be depicted shall consist of above-ground evidence of public or private utilities, utility structures, utility poles, building foundations (with sill elevations), landscaping, driveways, fences, walls,

hedges, sidewalks, and readily visible water supply wells. Buried utility pipe sizes will be depicted based upon above-grade observations of visible piping as seen from above-grade examination through manhole or catch basin covers, or as depicted on available utility mapping.

2. Vertical control will be established at the PROJECT AREA. Vertical datum shall be NAVD1988.

iii. ENGINEER will retain a Connecticut registered soil scientist to field delineate inland wetlands and associated buffer zones that are likely to be affected by the proposed construction. Wetlands delineation flags and buffer zones will be located and shown on the plans to be prepared by ENGINEER.

iv. Obtain permission (right-of-entry) from property owner (via OWNER) to proceed with field survey and inland wetlands delineation, and upon receipt, commence field survey and wetlands delineation and field locate wetlands boundaries upon and adjacent to the project site.

B. Design Engineering

i. Preliminary Engineering / Basis of Design:

1. ENGINGEER shall meet with OWNER to discuss and decide upon the basis of design for the planned upgrades. The resulting decisions will be summarized and documented in a design basis memorandum that shall be provided to the OWNER for review and approval prior to commencing final design activities.

ii. Final Design:

1. ENGINEER shall design and develop construction documents that consist of construction drawings and technical specifications describing upgrades to the following facility infrastructure and systems:

   a. Process Mechanical
      i. Wetwell and Valve Vault
      ii. Pumping Equipment
      iii. Discharge Piping & Valves
      iv. Bypass Piping & Valves

   b. Electrical:
      i. Electrical Service to Site
      ii. Metering and Distribution
      iii. Motor Controllers & Starters
      iv. Stand-by Power Generator

   c. Instrumentation & Controls
      i. Pump Control Panel
      ii. System Alarms
      iii. Telemetry

d. Site / Civil Features:
   i. Access / Driveway and Parking
   ii. Site Security Fencing
   iii. Site Grading & Drainage
   iv. Site Landscaping

2. ENGINEER shall develop and update the opinion of probable construction cost. (OPCC) for each design stage that is reached and submitted to OWNER for review.

iii. Throughout the design process, ENGINEER shall:

1. Prepare and submit to OWNER a monthly written project status report including an overview of monthly status and project advancement.

2. Attend Project Meetings via videoconference with OWNER, OWNER's designated representatives, Town agencies, and/or regulatory agencies as may be required to prosecute the work of the PROJECT. ENGINEER shall attend up to FIVE (5) Project Meetings.

3. Coordinate from time to time as needed with OWNER, its designated representatives, and the various regulatory agencies to obtain necessary opinions policy decisions and recommendations for the various portions of the PROJECT as may be required.

iv. ENGINEER shall refer to current FEMA flood mapping and confer with current resiliency guidelines to assure design of pumping station site improvements provides appropriate level of resiliency against flood impacts. Current goal is to provide protection of 3 feet above the 100-year flood elevation at the site.

v. ENGINEER shall coordinate with the local Police Department or Resident State Trooper, ConnDOT, Fire Department, and Department of Public Works to discuss requirements for traffic control during construction. ENGINEER shall develop a Maintenance and Protection of Traffic Plan for review and approval by OWNER and ConnDOT.

vi. ENGINEER shall prepare complete Contract Documents, consisting of construction drawings, technical specifications conforming to Construction Specification Institute (CSI) format (with all materials specified therein to be subject to the prior written approval of OWNER) and bidding forms for one (1) construction project to be publicly bid. It is anticipated that OWNER shall provide OWNER's standard contract documents for Division 0 of the Specifications.

vii. ENGINEER shall submit to OWNER draft Contract Documents and Opinions of Probable Construction Costs for review and comment at the 60% and 100% design stages. ENGINEER shall provide Contract Documents for each submittal in electronic form acceptable to OWNER and shall provide two (2) sets of hard copy (paper) documents.

viii. Concurrent with OWNER's review and approval of the 100% design documents, ENGINEER shall conduct in-house technical and quality review, consisting of constructability and biddability reviews. ENGINEER's technical and quality review shall be completed prior to releasing the Contract Documents for bidding.

C. Permitting

i. ENGINEER shall assist OWNER by preparing application forms and supporting materials as needed for the various local permits as listed below. OWNER shall directly pay for all permit application fees.

ii. ENGINEER anticipates and has accounted for filing applications with the following agencies regarding the configuration of upgrades designed for the site:

1. Woodbridge Inland Wetlands Agency (work near inland wetlands)

2. Woodbridge Plan and Zoning Commission (flood resiliency)

iii. It is not anticipated that DEEP approval of the project will be required based on the May 20, 2015 memorandum entitled "Review of Wastewater Infrastructure Plans and Specifications for Locally Funded Projects."

iv. ENGINEER shall coordinate and review plans with Connecticut Department of Transportation (ConnDOT) for the proposed maintenance and protection of traffic plans for the proposed upgrades.

D. Bidding Services

i. During the bidding phase of the PROJECT, ENGINEER shall perform the following tasks:

1. Draft and submit to OWNER for review, approval, and distribution an Invitation to Bid.

2. Provide up to FIFTEEN (15) hard copies of the Contract Drawings and Technical Specifications and FIVE (5) ½-scale sets of the Contract Drawings to the OWNER for use during project bidding.

3. Provide electronic copies of the final Contract Documents to OWNER for distribution to prospective bidders by OWNER.

4. Issue additional information to bidders as required during the bidding period, which address bidder's questions through written addenda to the bid documents to be distributed by OWNER.

5. Assist OWNER in securing and tabulating bids for the construction contract, review and analysis of the bid results, and recommending award of the construction contract.

6. Conduct a pre-bid conference with potential bidders and other interested parties at the project site.

E. Construction Administration

i. Project Coordination: Shall consist of a kick-off meeting and pre-construction conference at Authority's office, and up to FIVE (5) on-site monthly project coordination / construction meetings.

ii. Contractor Supervision: Provide general administration for the Project's construction, consisting of the following:

1. Expeditiously review, approve, or take other appropriate action with respect to shop drawings and samples and other data submitted by the Contractor. Maintain records and status log information on each submittal.
2. Issue clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work.
3. Recommend Change Orders as appropriate and prepare Change Orders if required for the Authority's review and approval.
4. Review Applications for Payment and the accompanying supporting documentation and prepare recommendations for payment.
5. Evaluate and determine the acceptability of substitute or "or equal" materials and equipment proposed by Contractor as directed by the Authority.
6. Conduct inspections to determine if the Work is Substantially Complete and deliver a certificate of Substantial Completion to the Authority and Contractor for execution.
7. Conduct a final inspection to determine if the completed work of Contractor is acceptable and provide recommendation, in writing, of final payment to Contractor.
8. Provide one hard copy and one electronic copy of all approved shop drawings, manufacturer's submitted operation and maintenance manuals, warranty documentation, as-built drawings (based on Contractor's redline drawings), and project closeout documentation to the Authority after Final Completion of the project.

F. Resident Project Representative Services

i. Provide Resident Project Representative (RPR) during the provision of active construction to observe the Contractor's work. RPR services shall consist of participation in monthly construction meetings (see Task E.i above), tracking of Contractor progress, observation of installations, and witness of equipment testing and start-ups. The proposed budget is based on the provision of up to 200 hours of RPR services during the presumed 5-month active construction duration.

1.3 TASK ORDER FEE:

A. The above-described engineering services will be provided and billed to OWNER monthly as charges accrue, in accordance with the billing terms included in the current on-call agreement.

Task	Description	Fee
Lump Sum Task Order Services:		
A	Field Survey and Base Drawings	$9,800
B	Design Engineering	$36,500
C	Permitting	$8,400
D	Bidding Services	$7,400
E	Construction Administration	$19,600
	TOTAL LUMP SUM FEE:	**$81,700**
Billing Rate Task Order Services:		
F	Resident Project Representative (RPR) Services [1]	**$29,000**

$62,100.00

[1] Based upon 200 hours of RPR services plus expenses. RPR services shall be billed as provided, based on the contract billing rate of $139 per hour.

1.4 TASK ORDER SCHEDULE:

A. ENGINEER'S services (excluding bidding and construction period services) shall commence within fourteen (14) days of OWNER'S acceptance of the services and fees indicated herein. The work of Tasks A, B, and C shall be completed within One Hundred Fifty (150) calendar days thereafter. The work of Tasks D, E, and F shall commence and be completed commensurate with the project's bidding and construction schedules.

B. Construction Engineering Services and Resident Representative services are estimated based on a four-month active construction period. Adjustments may be required if construction duration is anticipated to be longer as design document development progresses.

TASK ORDER ACCEPTANCE:

C. Signature by both parties below or receipt of an executed Task Assignment Letter from the OWNER signifies mutual acceptance of the proposed Scope of Service, Fee, and Schedule presented in this Task Assignment Proposal. All services will be provided in accordance with the Agreement dated 10/15/2020 between The Greater New Haven Water Pollution Control Authority and Weston & Sampson Engineers, Inc.

ACCEPTED FOR:

GREATER NEW HAVEN WPCA	WESTON & SAMPSON ENGINEERS, INC.
	
Authorized Signature	Authorized Signature
	Christopher B. Wester
Printed Name & Title	Printed Name & Title
	March 1, 2021
Date	Date

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Greater New Haven Water Pollution Control Authority
Master Services Consultant Agreement

Task Assignment Proposal
Woodbridge Pumping Station Rehabilitation
SSF 2021-01
March 1, 2021

TASK NO.	TASK DESCRIPTION	Person-Hours									Billing Costs		
		PIC	SrTL	Elec Sr Tch	WWA Sr PE	WWA E3	Struc E1	Surv	RPR RPR	TOTAL HOURS	EXPENSES	SUB-CONSULT.	TOTAL COST
A	**FIELD SURVEY / BASE DRAWINGS**												**$9,800.00**
	Base Dwgs Drafting					24				24			$3,800.00
	Wetlands Delineation											$2,100.00	$2,100.00
	Supplemental Field Survey / Edits							20		20	$157.50		$3,900.00
B	**DESIGN ENGINEERING**												**$36,500.00**
	Preliminary Engineering / Basis of Design Memo	2	3		3					8			$1,800.00
	Wastewater Process Design	2	4		16	30				52			$9,000.00
	Site / Civil Design				22					22	$105.00		$3,900.00
	Electrical Design			24						24	$210.00		$5,500.00
	Structural Design			8			16			24	$105.00		$3,600.00
	I&C Design (Coordinate w/ NIC)			16						16			$3,500.00
	Design Review Meetings (4)	2	4		16	8				30			$5,600.00
	60% Submittal & Review		1	2	2	4				9			$1,700.00
	100% Submittal & Review	1	1	2	2	4				10			$1,900.00
C	**PERMITTING**												**$8,400.00**
	Permit Applications & Supporting Documents	2	2		20	24				48	$157.50		$8,400.00
D	**BIDDING**												**$7,400.00**
	Pre-Bid Meeting & Hard-Copy Plans / Specs (15 + 5)				2	4				6	$1,050.00		$2,000.00
	RFIs & Addenda	1	2	2	8	8	2			25			$4,500.00
	Bid Review & Recommendation		1		2	2				5			$900.00
E	**CONSTRUCTION ADMINISTRATION**												**$19,600.00**
	Construction Contracts for Execution	1	1			4				6			$1,100.00
	Pre-Construction Conference				2	2				4			$700.00
	Shop Drawings Review		2		24	8				34			$5,900.00
	Construction Field Meetings	1	1		40	16				58			$10,000.00
	Punch List & Closeout	1			2					3			$600.00
	As-Built Drawings					8				8			$1,300.00
F	**RESIDENT PROJECT REPRESENTATIVE**								200	200	$1,200.00		**$29,000.00**
	TOTALS	**15**	**22**	**54**	**161**	**146**	**18**	**20**	**200**	**638**	**$2,985.00**	**$2,100.00**	**$110,700.00**