

Town Center Sewer Building Committee
Meeting Minutes
October 19, 2009

Old Library – Fireplace room
Commenced at 1930, adjourned at 2130

In attendance were Tim Clark, Wade Holtzman, Chris Ashley, Kenneth Harrod, Chris Pereira, Joseph Bibbo, Fran Yanuskiewicz (Weston & Sampson Engineers), Wayne Perry (Norfolk Ram)

The Committee elected C. Ashley as the Chairperson and W. Holtzman as the Vice-chairperson.

A review of the September 19, 2009 submission of Clean Water State Revolving Fund (SRF) Project Evaluation Form (PEF) was conducted by F. Yanuskiewicz and W. Perry.

F. Yanuskiewicz discussed the scoring process and procedures that can be expected in January 2010.

T. Clark reviewed the funding request.

F. Yanuskiewicz stated that the SRF does not fund design.

The committee discussed specific issues relating to the PEF and the Project Engineering Report (PER). Issues relating to specific multi-family homes on Old Littleton Road / Fairbanks Street, power outages, residences outside the district, sewer betterments, the Verizon Building. Discussions of the treatment plant and new design followed, the system is limited by the capacity of the leaching field,

Discussions of the procurement of services to continue now that the PEF has been submitted. The scope will include (1) Permitting, (2) Design of the wastewater treatment facility upgrade, (3) Design of the low-pressure sanitary sewer, (4) Bidding services and (5) Construction management services.

Discussed permitting issues regarding the submission of an Environmental Notification Form (ENF), the Notice of Intent with the local Conservation Commission, and notification of the historical commission.

Construction issues were discussed (review of existing data from catch basin inventory, Ayer Road/Massachusetts Avenue is not a State Road, and therefore does not need MA Highway District 5 approval , stub tie-ins will be the responsibility of the homeowner)

Discussion on procurement, MA Chapter 30 (horizontal construction) vs. MA Chapter 149 (vertical building construction). F. Yanuskiewicz mentioned concerns that inexperienced landscaping contractors could submit bids. Should seek qualifications in bid packages.

Discussions on the schedule for permitting and design for a 2010 construction were discussed.

Discussions on the peer review of design and peer review of the sole sourcing of the design/construction management to the Weston& Sampson/Norfolk Ram team.

Action Items for Norfolk Ram / Weston & Sampson Engineers.

Need to resolve which costs are eligible to be reimbursed under the SRF

Cost for Design/Construction management to be provided by 11/2 for discussion on 11/9 meeting.

The Committee need to itemize the WWTF cost upgrades since these are a priority, versus the LPSS collection design/construction costs.

Proposed Scope of Services
For
Town of Harvard Town Center Sewer System

PERMITTING

1. Develop and file an Environmental Notification Form (ENF) in accordance with the Massachusetts Environmental Policy Act (MEPA). This permit is required because the wastewater flow to the existing treatment facility will be expanded by more than 10% of the Plant's existing capacity.
2. Develop and file a Notice of Intent (NOI) with the Harvard Conservation Commission and MADEP. This NOI is required due to some of the construction of the proposed sewer collection system will occur within 100 feet of existing wetlands.
3. Once the design of the proposed sewer collection system is designed and the layout approved by the Town, develop and file a Sewer Extension Permit with MADEP in accordance with 314 CMR 7.00. (Should the Town receive SRF funding, this Task will not be required.)
4. Perform an online database search for all known hazardous materials release sites that have been documented in the vicinity of the proposed sewer collection system. This file review will identify any release tracking numbers (RTN) that are active or in-active and therefore could indicate the possibility of any proposed construction activities will encounter any known soil or groundwater contamination as defined under the Mass Contingency Plan (MCP) and MGL Chapter 21E
5. Develop and file a Project Notification Form (PNF) to the Massachusetts Historical Commission to determine whether the project is likely to affect historic or archaeological properties and whether further MHC review is warranted

DESIGN

WWTF

6. Evaluate existing WWTF operational data and confirm proposed modifications with plant operator and MADEP.
7. Confirm/obtain detailed as-built survey data regarding WWTF. This includes verification of all existing equipment sizes, locations and elevations. Based on this data develop an up-to-date as-built plan of the WWTF.
8. Develop a preliminary design of the proposed pre-aeration moving bed bioreactor (MBBR) system.
9. Develop a preliminary design of the proposed anoxic MBBR system.
10. Develop design/ layout of new primary treatment tank to replace the two existing septic tanks
11. Develop design of new concrete block addition to the WWTF Control Building

Proposed Scope of Services For Town of Harvard Town Center Sewer System

12. Meet with representative of MADEP CERO office to present the preliminary designs and obtain their concurrence with them before proceeding with final designs.
13. Meet with the Harvard WWTF Building Committee to present the preliminary designs and discuss the comments received from MADEP.
14. Develop a preliminary construction cost estimate based on the preliminary design and the comments received from the MADEP and the Committee.
15. Based on input obtained in Tasks 7 and 8, develop final designs for:
 - a. Primary treatment tank
 - b. Pre-aeration MBBR
 - c. Anoxic MBBR
16. Present the final designs to the Committee and revise the design based on any comments received from the Committee.
17. Submit the revised design drawings to the MADEP for approval.
18. Revise the design drawings based on any comments received from MADEP and develop final design drawings. Based on the final design drawings, develop a construction specification for the WWTF modifications.
19. Provide a updated opinion of probable construction costs for the WWTF upgrade

LPSS

20. Perform additional preliminary field investigations of the project area.
21. Evaluate subsurface conditions by arranging for and witnessing additional soil borings, probes, and rock cores (as necessary) by a qualified drilling subcontractor to supplement the results of the August 2009 subsurface exploration program. Borings will be conducted at a maximum of 300-foot intervals, in accordance with MADEP guidelines.
22. Prepare geotechnical summary report based on the results of the subsurface exploration program.
23. Perform a field survey to locate existing structures and identify underground utility locations in the project area, based on surficial features. Existing base mapping, previously prepared for the Town by others, will be used to generate topographic mapping in the project area. Create a new base plan of the Project area that combines the existing mapping and information collected from the field survey. This new base plan shall be used in completing the final design plans.
24. Prepare a design memorandum to establish the criteria and parameters for the final design.
25. Complete the low-pressure sewer layout and design calculations.
26. Complete the design of one new pump station at the Harvard Elementary School.
27. Evaluate and design recommended upgrades to the existing pump station at the Bromfield School.

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28. Prepare detailed construction drawings and specifications for public bidding under Chapter 30 of the Massachusetts General Laws.
29. Provide a preliminary opinion of probable construction costs for the sewer extension.
30. Attend monthly meetings with Town of Harvard to discuss design, permitting and construction aspects of the Project as it proceeds.

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POST DESIGN SERVICES

BIDDING SERVICES

- A. Assist the Town in obtaining competitive publicly advertised bids for the construction of the proposed WWTF modifications.
- B. Provide construction bidding services including: printing and distribution of bidding documents; attendance at pre-construction conference; attendance at the bid opening for the construction of the WWTF modifications; review of the bids received and issuance of recommendation of award for the construction of the WWTF modifications.

CONSTRUCTION MANAGEMENT SERVICES

- C. Provide construction management services for the construction of the WWTF modifications. Services for this Task and its associated fee will be determined and submitted to the Town for their review and approval, once the design drawings have been completed, submitted to the MADEP and approved for Construction. Services may include: attendance at the pre-construction meeting; review of shop drawings submitted by the Contractor, full time resident representation; performance of weekly inspections of the construction progress; attend weekly construction status meeting with the Town and the Contractor; review of monthly payment requests by the Contractor; review change order requests.

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Addition Tasks for Discussion

- I. Bidding process MGL ch. 30 vs. 149
- II. SRF funding administration
- III. MBE/BBE participation
- IV. Peer review coordination
- V. General Project implementation assistance
- VI. Other services required?