

TOWN OF UXBRIDGE
WWTF BUILDING COMMITTEE
UXBRIDGE, MASSACHUSETTS 01569

Chairman Dale Bangma
Vice Chair Joe Marchand
Eugene O'Rourke
Dan Hicks
William Kessler

MEETING MINUTES

MEETING DATE: September 13, 2017
MEETING LOCATION: Town Hall, Lower Town Hall, 21 South Main Street

COMMITTEE MEMBERS PRESENT:

Dale Bangma
Eugene O'Rourke
Bill Kessler
Joe Marchand
Dan Hicks

Received by
Uxbridge
Town Clerk

OTHERS IN ATTENDANCE:

Benn Sherman	Director of Public Works
Jim Legg	Wastewater Operations Supervisor
Laurie Toscano	OPM (Weston & Sampson Engineers)
Sandy Tripp	Project Designer (GHD)

I. CALL TO ORDER

It being 5:00 p.m., the meeting being properly posted, duly called and a quorum being present, the Chair, Dale Bangma, called the meeting to order.

II. OLD BUSINESS

None

III. NEW BUSINESS

A. Citizens Comments

None

B. Acceptance of Meeting Minutes (08/09/2017)

Motion by Bill Kessler, seconded by Dan Hicks to accept the minutes from the August 9, 2017 meeting. **Motion carried 5-0-0.**

C. Project Update

Mr. Sherman provided a brief update on the project. There has been some movement with the WWTF contractor continuing to mobilize.

Laurie Toscano (OPM) noted Daniel O'Connell Sons (DOC) has mobilized trailers and began preparation of the site for excavations, conducted tree removal in the area of septage receiving building and installed erosion controls around the project limits. The submittal process is underway and there is a lot of integration and coordination amongst the various subcontractors. Both project contractors are finalizing the schedule of values and baseline project schedules for approval by the project team. Sandy Tripp noted the WWTF project is a long duration and GHD is working closely with DOC to get an acceptable first baseline schedule to ensure compliance with the project deadlines. Laurie Toscano noted there is a lot of equipment buyout on both project and it is crucial to coordinate between all the various disciplines. We anticipate there will be shovels in the ground over the next couple of weeks.



Benn Sherman requested consideration by the Committee to eventually push out the date of future Committee meetings to fall after the monthly progress meetings. This will allow for the project team to relay current/updated information to the Committee.

Bill Kessler ask about the percentage of submittals completed. Sandy Tripp answered this percentage is small at the present time. We are receiving structural steel and concrete submittals, which make up the initial planned activities. Bill asked if it is acceptable to have some submittals come in at a later date due to the length of the project. Sandy indicated no work will be performed until submittals are approved. Bill expressed concern about allowing work to be performed without this approval. GHD has a full time representative that will monitoring and documenting this issue going forward. Laurie Toscano further explained that the OPM will have a second level of oversight working with the resident representative. Bill asked if there is contract language which limits the contractor being able to perform work if there are no approved submittals. ***ACTION ITEM: Project Team to respond to Committee regarding the contract language.***

Bill Kessler asked if the project team can provide the Committee with a schedule for review. ***ACTION ITEM: Project Team to provide a schedule for the Committee's review.*** Based on past experience, Bill is sensitive to the submittal and schedule issues on projects.

Joe Marchand asked if the level of effort undertaken by the contractor is normal at this stage of the project. Laurie Toscano explained the submittals process is critical to having equipment and material to "put into the ground". Due to the complexity of the project and project funding, the development of schedule of values is taking some time since there is a lot of coordination with various subcontractors. Sandy Tripp explained the design engineer anticipated a 3-month mobilization period. Construction activities will not commence until things are ready and submittals are approved. Jim Legg further explained the level of work being performed behind the scenes with equipment buyout and the level of administrative activities are very active. The contractor did start with isolated asphalt removal for electrical duct banks.

Benn Sherman noted that construction activity associated with the West River Pump Station (WRPS) is similar to the WWTF. There is no active work on site as the project team is working through the submittal process. Once the station submittal is approved, the contractor will have a delivery date and site work will commence in anticipation of the delivery.

Laurie Toscano further explained the how the project team manages the process for handling submittals (review spreadsheet, etc.). Sandy Tripp indicated we are approximately at 10% of the submittals that have been approved. Benn Sherman noted as the construction moves forward, the project will provide additional information to the Committee outlining the activities of the contractor.

Laurie Toscano further noted the financing component is complex due to the funding agencies (MassDEP and the Clean Water Trust). We have a meeting scheduled with the Treasurer, Accounting staff, MassDEP and Clean Water Trust to iron out the details on the reimbursement requests. These requests are complex since we have a standard 2% loan, 0% loan and a new federal grant component. This meeting is scheduled in the next couple of weeks. Benn Sherman noted the funding break out is critical to establishing the schedule of values for both projects.



D. Schedule Update

Laurie Toscano provided a summary schedule that outlines completed items and future milestones. Future updates will be provided to the building committee on a monthly basis. We are awaiting on the project regulatory agreements from MassDEP and we will coordinate with the Treasurer's office to ensure receipt.

Benn Sherman asked for direction from the Committee regarding the level of detail the Committee would like to see. Bill Kessler asked to see a 90-day critical path schedule so the Committee can see how progress is going.

E. Budget Update

Benn Sherman provided the committee with an updated budget spreadsheet for review. The WWTF contractor (DOC) will not be submitting a pay estimate this month since they do not have an approved schedule. The project team anticipates a pay estimate from William M. Schultz (WMS) for related work associated with the WRPS. Benn indicated he updated the budgeting spreadsheet to be similar to the Fire Station project. The intent is to more accurately depict the financials going forward.

IV. MEMBER ISSUES

No member issues.

Jim Legg wanted to bring to the attention of the Committee that as of Monday the site is an active construction site. The site safety plan requires the team to follow safety procedures (i.e. hard hat, safety vest, safety glasses and long pants). Personal protection equipment will be available to those that visit the site. Jim coordinated with vendors to ensure they have the proper equipment. Benn Sherman noted the Wastewater Division has their own safety plan but the contractor's plan governs as it is more stringent. There are safety training opportunities for those wanting access to the site.

V. ADJOURNMENT

Motion by Bill Kessler, seconded by Joe Marchand to adjourn the meeting at 5:28 p.m. **Motion carried 5-0-0.**

Minutes respectfully submitted by Benn Sherman.

Minutes approved by WWTF Building Committee

Date Approved: October 18, 2017

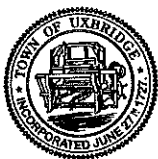
Dale Bangma, Chairman

William Kessler

Joe Marchand, Vice Chairman

Eugene O'Rourke

Dan Hicks



TOWN OF UXBRIDGE
WWTF BUILDING COMMITTEE
UXBRIDGE, MASSACHUSETTS 01569

Chairman Dale Bangma
Vice Chair Joe Marchand
Eugene O'Rourke
Dan Hicks
William Kessler

MEETING SIGN IN SHEET

Meeting Place Town Hall, Lower Town Hall Meeting Room

Meeting Date & Time: September 13, 2017 at 5:00 p.m.

ATTENDEE:

BENN SHERMAN DPW

Laurie Toscano, WRS, DPM

Daniel Hicks

John P.

John M.

Shirley L.

John M.

William D.

EA



TOWN OF UXBRIDGE
 DEPARTMENT OF PUBLIC WORKS
 147 HECLA STREET
 UXBRIDGE, MASSACHUSETTS 01569-1326
 508-278-8616 ♦ Fax 508-278-3179

Benn Sherman, P.E.
 Director

WWTF & WEST RIVER PUMP STATION BUDGET SUMMARY

PURPOSE: WWTF & WRPS Construction
 SOURCE: SRF 0%, SRF 2%, Local Borrowing
 TM DATE: 4/2/16
 TM APPROPRIATION: \$44,800,000.00

SRF Portion Eligible for 0% Interest Rate \$ 29,200,000.00
 SRF Portion Eligible for 2% Interest Rate \$ 13,600,000.00
 Total SRF Approval \$ 42,800,000.00

TOTAL AUTHORIZATION: \$44,800,000.00

ACCOUNT NUMBER	CONTRACTS	APPROVED	ORIGINAL BUDGET	CONTRACT/PO AMOUNT	APPROVED CHANGE ORDERS	ADJUSTED CONTRACT	EXPENSE TO DATE	BALANCE REMAINING	% CMPLT STATUS
41-440-5303-4106PW16-0000-0-0	LEGAL ¹	7/1/17	\$ 45,638.00	\$ 45,638.00	\$ -	\$ 45,638.00	\$ -	\$ 45,638.00	0.0% Active
41-440-5303-4106PW16-0000-0-0	CONTINGENCY ^{2,3}	7/1/17	\$ 2,050,000.00	\$ 2,300,000.00	\$ (78,900.00)	\$ 2,221,100.00	\$ -	\$ 1,651,346.00	0.0% Active
41-440-5880-4106PW16-0000-0-0	WWTF FINAL DESIGN ²	7/1/16	\$ 1,500,000.00	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ 1,500,000.00	\$ -	100.0% Closed
41-440-5892-4106PW16-0000-0-0	OWNER'S PROJECT MANAGER ²	2/7/17	\$ 500,000.00	\$ 500,000.00	\$ -	\$ 500,000.00	\$ 54,421.60	\$ 445,578.40	10.9% Active
41-440-5893-4106PW16-0000-0-0	WWTF CPS (GHD) ¹	11/9/16	\$ 4,400,000.00	\$ 4,150,000.00	\$ -	\$ 4,150,000.00	\$ 307,133.69	\$ 3,842,866.31	7.4% Active
41-440-5893-4106PW16-9100-0-0	WRPS CPS (GHD) ¹	11/9/16	\$ 140,000.00	\$ 140,000.00	\$ -	\$ 140,000.00	\$ 26,612.15	\$ 113,387.85	19.0% Active
41-440-5894-4106PW16-0000-0-0	WWTF CONSTRUCTION (DOC) ¹	6/26/17	\$ 34,604,926.00	\$ 34,604,926.00	\$ -	\$ 34,604,926.00	\$ -	\$ 34,604,926.00	0.0% Active
41-440-5894-4106PW16-9100-0-0	WRPS CONSTRUCTION (WMS) ¹	6/26/17	\$ 1,559,436.00	\$ 1,559,436.00	\$ 78,900.00	\$ 1,638,336.00	\$ -	\$ 1,638,336.00	0.0% Active
TOTAL COMMITTED			\$ 44,800,000.00	\$ 44,800,000.00	\$ -	\$ 44,800,000.00	\$ 1,888,167.44	\$ 42,342,078.56	4.2%
FUNDS AVAILABLE									

¹ Included in the SRF funding request and authorization
² Included in the independent borrowing for final design and OPM services
³ GHD additional services for WWTF were put into the contingency line

Town of Uxbridge, MA
Wastewater Treatment Facility Upgrade &
West River PS Replacement

Project Schedule	
Project Milestone	Anticipated Date
Bid Documents Available	March 14, 2017
WWTF & WR PS Pre-Bid Meeting	March 30, 2017
WWTF Filed Sub-bid Opening	April 13, 2017
WR PS Filed Sub-bid Opening	April 20, 2017
WWTF & WR PS GC Bid Opening	April 27, 2017
Building Committee Meeting	May 4, 2017
Discussion of Bid Results	May 18, 2017
Revised Project Approval Certificate (CW-16-26) from DEP	June 1, 2017
Authorization to Award from DEP	June 5, 2017
Building Committee Meeting	June 7, 2017
Notice of Award to Contractors	June 15, 2017
Executed Construction Contracts	June 26, 2017
Notice to Proceed to Contractors	June 26, 2017
Initiate Construction of the WWTF Upgrades per Order	June 30, 2017
WWTF & WR PS Pre-Construction Conferences	July 10, 2017
Building Committee Meeting	July 12, 2017
Semi-annual Report to EPA & DEP	July 31, 2017
Building Committee Meeting	August 9, 2017
WWTF & WR PS Monthly Construction Meetings	August 10, 2017
Project Regulatory Agreements (PRA's) Received	September 11, 2017
Building Committee Meeting	September 13, 2017
WWTF & WR PS Monthly Construction Meetings	September 14, 2017
Meeting with SRF/CWT Representatives	September XX, 2017
Building Committee Meeting	Continuing Monthly
WWTF & WR PS Monthly Construction Meetings	Continuing Monthly
Semi-annual Report to EPA & DEP per Order	January 31, 2018
WR PS Replacement Construction Substantial Completion	May 5, 2018
WR PS Replacement Construction Final Completion	June 4, 2018
Semi-annual Report to EPA & DEP per Order	July 31, 2018
Semi-annual Report to EPA & DEP per Order	January 31, 2019
Semi-annual Report to EPA & DEP per Order	July 31, 2019
WWTF Upgrade Construction Substantial Completion	December 23, 2019
Complete Construction of the WWTF Upgrades per Order	December 31, 2019
Semi-annual Report to EPA & DEP per Order	January 31, 2020
WWTF Upgrade Construction Final Completion	February 21, 2020
Achieve Full Compliance with NPDES Permit per Order	June 1, 2020

\\wse03.local\WSE\Projects\MA\Uxbridge MA\2170264 WWTF OPM Services\Schedule Information\MilestoneSchedule_September2017.docx