



**AGENDA**  
**Water Pollution Control Authority Meeting**  
**Monday, October 24, 2016**

**Enfield Room**  
**Immediately following Special Council Meeting**

1. ROLL CALL
  2. APPROVAL OF MINUTES
    - Regular Meeting – October 3, 2016
  3. SPECIAL GUEST
  4. OLD BUSINESS
    - A. **Discussion:** Collection System Study Including Smoke Test Results (Tabled 10/19/2015)
  5. NEW BUSINESS
  6. ITEMS FOR DISCUSSION
    - A. **Discussion/Resolution:** Resolution Authorizing Town Manager to Enter Into Agreement with Contract with Fuss & O'Neill for Project Manager Services for the Water Pollution Control System Upgrades.
  7. MISCELLANEOUS
  8. ADJOURNMENT
-



## TOWN OF ENFIELD

October 19, 2016

Honorable Members  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Authorizing Town Manager to Enter Into Agreement with Contract with Fuss & O'Neill for Project Manager Services for the Water Pollution Control System Upgrades.**

Councilors:

**Highlights:**

- On June 16, 2016, CT DEEP notified Enfield we are *eligible* for Clean Water Fund grant funding in the priority list determination, further stating, "*It is incumbent upon Enfield to proceed expeditiously in order to capture the currently available funding.*"
- Design of improvements at the Water Pollution Control Facility is proceeding on an extremely ambitious and aggressive schedule.
- CT DEEP confirmed, at our monthly progress meeting on October 14, that the Town needs to make significant progress on the design by January.
- Critical project tasks upcoming in the next 45 days include submittal of the Clean Water Fund grant application, review and comment on the Design Basis Report, process equipment selection and a 30% Value Engineering project task.
- Because DPW does not have the staff expertise to oversee and manage the upgrade project, I anticipated hiring a temporary full time project manager.
- As an alternative to hiring staff, Council Leadership requested we pursue a Contract Project Manager. Subsequently, I solicited three proposals from engineering firms on our existing On-Call list for. Each of the firms has expertise in wastewater engineering in Connecticut. Scope and summary of the responses is enclosed.
- Utilizing a Contract Project Manager is something a number of other municipalities have done. We expect the selected firm to provide an average of 12-18 hours of support per week over a 40 week period.
- Administrative expenses for the upgrades project are authorized by the referendum but not reimbursable via the Clean Water Fund.
- Failure to engage a project manager at this time will jeopardize the schedule necessary to secure funding and/or result in inadequate oversight of the Upgrades.

**Budget Impact:**

There is no additional budget impact. These administrative costs (consultant's fees), will be paid within available funding based on the current sewer use rates.

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**Recommendation:**

Adopt the enclosed Resolution authorizing the staff to retain Fuss & O'Neill via their existing Contract for On-Call Consulting & Engineering Services for Project Manager Services for the plant design.

Respectfully Submitted,



Jonathan Bilmes, PE  
Public Works Director

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**

**ACTING IN ITS CAPACITY AS THE WATER POLLUTION CONTROL AUTHORITY**

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO ENGAGE FUSS &  
O'NEILL AS CONTRACT PROJECT MANAGER RELATED TO WATER POLLUTION  
CONTROL PROJECT UPGRADES PLANT DESIGN**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the Authority is moving expeditiously with efforts related to the Water Pollution Control Project Upgrades (the "Upgrades"), specifically the Plant Design; and

**WHEREAS**, a Project Manager is required to oversee the Plant Design; and

**WHEREAS**, the Authority now wishes to engage a consultant for Project Management services related to Plant Design, including design oversight, value engineering, miscellaneous peer review, procurement assistance, pre-construction recommendations, assistance with grant related paperwork, invoice review, progress report review and recommendations; and

**WHEREAS**, staff has solicited proposals from three qualified engineering firms with experience in wastewater engineering in Connecticut; and

**WHEREAS**, each of the firms is currently under contract for On-Call Consulting & Engineering Services; and

**WHEREAS**, in accordance with Chapter V, §8(d) of the Charter, it has been determined by the Town Council that it is against the best interest of the Town of Enfield to invite sealed bids or proposals;

**NOW THEREFORE BE IT RESOLVED**, The Town Manager, is hereby authorized to engage Fuss & O'Neill as Contract Project Manager for services related to the Upgrades Plant Design pursuant to that firms' existing contract for On-Call Consulting & Engineering Services.

**BE IT FURTHER RESOLVED**, that the Town Clerk is authorized to impress the seal of the Town of Enfield on any such document, amendment, rescission, or revision.

I, Suzanne Olechnicki, the Town Clerk of the Town of Enfield, do hereby certify this to be a true copy of the resolution duly adopted at the Regularly Scheduled Meeting of the Water Pollution Control Authority on October 24, 2016, and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

[SEAL]

WPC CONTRACT PROJECT MANAGER SUMMARY PLANT DESIGN COMPONENT (ONLY)

<u>Firm</u>	<u>Lump Sum (Items 1-6)</u>	<u>CWF Grant Assistance</u>	<u>Other Tasks T&amp;M (minimum)</u>	<u>Total</u>	<u>Project Manager</u>	<u>PM Rates per hour</u>
Fuss & O'Neill	\$ 55,500	yes	12,500	68,000	Kevin Flood	\$165-\$171
Wright Pierce <sup>1,2,4</sup>	\$ 98,562	yes	10,000	108,562	Christine Kurtz/Douglas Hankins	\$159-\$176
Weston and Sampson <sup>3</sup>	\$ 86,540	yes	10,000	96,540	Anthony DeSimone	\$135-\$141

Notes:

This is for support during the plant design phase (only). Does not include pump stations and collection system.

<sup>1</sup> Detailed proposal and breakdown;

<sup>2</sup> Includes 90% review and two site visits (\$10,000); total hours in proposal: 691 (some totals don't match)

<sup>3</sup> Grant and financing assistance included as task 7 in lump sum

<sup>4</sup> Includes walk throughs by process, electrical structural (\$7,000).