Water Pollution Control Authority  
September 8, 2010  
Special Meeting  
Town Hall – Council Chambers

Members Present: Mr. Walter Gancarz  
Mr. Tim Pelton  
Mr. Thomas Scannell  
Mr. Mark Witek

Members Absent: Mr. John Attwood (Chairman)  
Mr. Steve Eberle  
Mr. Mark Korman

Others Present: Mr. Dennis Dievert, Superintendent, WPCD

Mr. Pelton called the meeting to order at 7:00 p.m. Roll was called and a quorum determined. The assembled group recited the Pledge of Allegiance. Mr. Pelton explained to the audience how to exit the chamber in the event of an emergency, in compliance with the Fire Marshal’s order.

Mr. Pelton informed the Authority that five Requests for Qualifications were received regarding the Wastewater Treatment Plant Renovation design. The five RFQ’s have been reviewed and are complete. He advised the Authority that the purpose of this meeting would be a strategic planning session to possibly shortlist the applicants for the purpose of conducting interviews.

Mr. Pelton stated that the RFQ’s would be evaluated based upon the evaluation tool that he and Mr. Witek were requested to develop to assist the Authority in reviewing the documents. He commented that all vendors did not address all of the same issues in their responses. Authority members reviewed the matrix and agreed that it will be a very useful tool.

Mr. Dievert excused himself from discussion of the vendors as he has a conflict of interest with one vendor. He stated that he would speak in general terms regarding information regarding the plant, but not the vendors or their qualifications. Mr. Scott Hallier from the Public Works Department, Wastewater Treatment Plant Division, has reviewed the documents.

Mr. Pelton discussed the questionnaire that he and Mr. Witek developed to evaluate the five vendors who submitted RFQ’s. He stated that other members may add questions or comments if they wish.

Mr. Gancarz noted the importance of finding a professional who can help the Town secure funding for the project. The Town is low on the priority list for DEP funding. He
further commented that approximately 30% funding from the State will be a large dollar amount of the possible 30 million dollar project. Possible State reimbursement will have a great impact on the cost of this project. Mr. Gancarz noted that reimbursement was discussed in some of the RFQ’s.

Mr. Pelton commented that he requested input from Mr. Eberle and Mr. Korman regarding this selection process and the candidates since they could not make the meeting. They did not respond to that request.

Mr. Gancarz informed the Authority that he reviewed the five proposals in detail. He stated that there was some discussion in the proposals that referred to a different or better way to design this project. This is something the Authority should pursue, as there may be alternate ways to accomplish the plant renovation, perhaps at a lesser cost than anticipated. He noted that the high cost of this project, coupled with the fact that the Town may not receive State funding makes it more important to proceed with due diligence on this project.

Mr. Gancarz noted the importance of taking the necessary time to evaluate each proposal, which may take a great deal of time to evolve. The Authority must take sufficient time to listen to alternate views as to what may work and what may save money on the project. He further stated that the State has not initiated a phosphorous order at this time. If the project is designed prematurely, it could be over or under designed.

Mr. Pelton stated that the phosphorous limits could alter the denitrification numbers as well. He queried whether the project could be accomplished in modular treatment units. Mr. Witek offered that the project would have to allow for future space, which may be difficult to foresee if the project is done in phases. He did agree that it is an interesting concept to consider.

Mr. Dievert informed the Authority that the plant has a denitrification filter, which requires phosphorous. Design of the plant renovation must take many facets of plant operation into consideration. He concurred that there may have to be phases to this project.

Mr. Witek noted that if phasing is being considered the proposals may have to change. Perhaps the phosphorous issue could be addressed at a later date. Right now the Town does not know what the phosphorous target will be. Nutrient removal may have to be the last piece of the project.

Mr. Scannell inquired as to whether phasing the project will alter the figure that is put out at referendum. Mr. Witek commented that the Authority may discover in this process that whatever is decided upon at this time may be expanded in the future. There is a great deal of thought that must go into the design of this plant expansion.

Mr. Gancarz offered that in a year the Authority may know much more about nutrient requirements. It may be possible to get the foundation of the project started, especially to
get a number out to referendum. He noted that the process may reveal answers and/or alternatives that the Authority has not considered up to this point.

Mr. Dievert stated that DEP is having difficulty handling all the work that is before them. There is no certainty as to when phosphorous orders will be coming forth. Mr. Gancarz recommends that the Authority proceed with a great deal of thought and inquiry, as this is a very large and complex project. He offered that the Authority may proceed to interview selected design professionals, based on the RFQ’s before the Authority at this time.

Mr. Witek commented that the Authority has never developed and written its own scope of work as a Town. He noted that Mr. Michelangelo has stated that the Public Works Department does not have the expertise to do that. In response to a query from the Authority, Mr. Dievert stated that he could develop the scope of work, but not with the detail and expertise of a design professional. The possibility of hiring a consultant to develop the scope of work was discussed.

Mr. Witek suggested that the Authority do a qualified based selection of design professionals. He suggested that the Authority request hours necessary for line items, including information relating to the level of expertise of personnel necessary for each. Mr. Gancarz suggested that the Authority proceed with caution and thought regarding this project, as it is going to be an extremely costly project. The citizens deserve to have this project designed in the most cost efficient and expeditious manner. He stated that it may be beneficial to pay a professional to develop a fee estimate. This part of the process could be completed in the next two months.

Mr. Witek stated that it will be necessary to provide the professionals who have submitted proposals with a detailed scope of the work involved in the project. That will insure that the Authority is evaluating the same information from each applicant. Mr. Gancarz offered that the project was broken out very specifically.

It was the consensus of the Authority that hours values for different aspects of the project would be a valuable way to evaluate the RFQ’s. Mr. Gancarz noted the importance of constructing a good facility, which may lessen operating costs of the plant.

In response to a query from Mr. Pelton, Mr. Dievert stated that the Town does have all of the necessary plans, prints and data for the plant. Most are in electronic form and the Town owns the documents.

Mr. Pelton noted that the Authority is exercising due diligence in the preparation of the design matrix. Because the decision has been made to use hourly values rather than monetary values, it will be necessary to give the selected respondents time to revise their documents.

After discussion, it was the consensus of the Authority that the selected professionals be given a general overview of what they will be asked during the interview. It is more likely that the applicants will be prepared to answer the important questions posed by the
Authority if they have a good idea of what will be discussed. Mr. Gancarz noted the importance of giving the applicants enough information so they can bring the necessary individuals to address different aspects of the project. Authority members discussed the logistics of the interviews, deciding that interviews be 60 minutes in length, with 15 minutes in between each.

Mr. Gancarz agreed to begin to develop the new design matrix, and will work with Mr. Witek and Mr. Dievert to finalize it. Mr. Witek offered the possibility of giving the applicants 48 hours after the interview to alter their proposal. There may be changes necessitated by conversation elicited during the interview process—both higher and lower than the original proposal.

After discussion, it was the consensus of the Authority to select the firms of AECOM, Wright Pierce and GHD to be interviewed. The other two applicants, Weston Sampson and Gannett Flemming will be sent letters thanking them for submitting the RFQ’s and informing them that they have not been selected.

The three firms will be given information regarding the Facilities Plan and they will be provided with the matrix plan. Mr. Pelton will draft a letter, which will inform the firms of their selection, the date of the interview and notification that more information regarding the interview will be forthcoming in two weeks. The letter will state that the Authority will be looking for a level of hours estimate.

The interviews will take place on October 25. It is anticipated that the design process will be complete and the project put to referendum in November of 2011.

**ADJOURNMENT**

Mr. Gancarz moved that the Water Pollution Control Authority adjourn at 8:40 p.m. The motion was seconded by Mr. Scannell and carried unanimously.
Respectfully submitted,

Mr. Tim Pelton, Vice Chairman  
Water Pollution Control Authority

Attest:

Susan F. Zwick

Distribution:

Members: W.P.C.A.  
Michael Milone, Town Manager  
David Schrumm, Town Council Liaison  
Andrew Lord, Town Attorney  
Donald Chelton/Jon Pearson, AECOM  
Joseph Michelangelo, Ex-Officio Member  
George Noewatne, Operations Manager  
Dennis Dievert, Superintendent WPCD  
Susan Zwick, Recording Secretary