



MASSACHUSETTS WATER RESOURCES AUTHORITY

Charlestown Navy Yard
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Boston, MA 02129

Frederick A. Laskey
Executive Director

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Chair: M. Beaton
Vice-Chair: J. Carroll
Secretary: J. Foti
Board Members:
A. Blackmon
K. Cotter
P. Flanagan
A. Pappastergion
B. Peña
H. Vitale
J. Walsh
J. Wolowicz

BOARD OF DIRECTORS' MEETING

to be held on

Wednesday, July 13, 2016

Location: 100 First Avenue, 2nd Floor
Charlestown Navy Yard
Boston, MA 02129

Time: 1:00 p.m.

AGENDA

- I. **APPROVAL OF MINUTES**
- II. **REPORT OF THE CHAIR**
- III. **REPORT OF THE EXECUTIVE DIRECTOR**
- IV. **ADMINISTRATION, FINANCE & AUDIT COMMITTEE**
 - A. **Information**
 1. Delegated Authority Report – June 2016
- V. **WASTEWATER POLICY & OVERSIGHT COMMITTEE**
 - A. **Contract Award**
 1. Prison Point CSO Facility Improvements – Design, Construction Administration and Resident Engineering Services: Arcadis U.S., Inc, Contract 7359

VI. WATER POLICY & OVERSIGHT COMMITTEE

A. Information

1. Overview of DCR/MWRA Source Water Protection Program
2. Weston Aqueduct Supply Main 3 Project Update

B. Contract Award

1. Rehabilitation of Sections 23, 24 and 47 Water Mains - Design, Engineering Services During Construction and Resident Engineering/Inspection Services: Green International Affiliates, Inc., Contract 6385

VII. PERSONNEL & COMPENSATION COMMITTEE

A. Approvals

1. PCR Amendments – July 2016
2. Appointment of Purchasing Manager, Administration Division
3. Appointment of Deputy Contracts Manager, Administration Division
4. Appointment of Senior Manager, Coordination and Control, Operations Division

VIII. CORRESPONDENCE TO THE BOARD

IX. OTHER BUSINESS

X. EXECUTIVE SESSION

XI. ADJOURNMENT

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the Board of Directors

June 29, 2016

A meeting of the Board of Directors of the Massachusetts Water Resources Authority was held on June 29, 2016 at the Authority headquarters in Charlestown. Chairman Beaton presided. Present from the Board were Ms. Wolowicz and Messrs. Blackmon, Carroll, Cotter, Foti, Pappastergion, Vitale and Walsh. Messrs. Flanagan and Peña were absent. Among those present from the Authority staff were Frederick Laskey, Executive Director, Steven Remsberg, General Counsel, Michael Hornbrook, Chief Operating Officer, Thomas Durkin, Director of Finance, Michele Gillen, Director of Administration, and Bonnie Hale, Assistant Secretary. The meeting was called to order at 1:10 p.m.

APPROVAL OF MINUTES

Upon a motion duly made and seconded, it was

Voted to approve the minutes of the Board of Directors' meeting of June 8, 2016, as presented and filed with the records of the meeting.

REPORT OF THE CHAIR

Mr. Beaton remarked on the wonderful time had by all, especially Governor Baker, at the groundbreaking of the fish hatchery pipeline which took place on June 20.

REPORT OF THE EXECUTIVE DIRECTOR

Also on the subject of the fish hatchery pipeline groundbreaking, Mr. Laskey congratulated the state officials, MWRA staff, particularly Pam Heidell, and all who worked so hard bringing the project to the start of construction. In addition, he reported on the recent Spot Pond Storage Tank dedication, congratulated Joseph Foti on his reappointment to the

Board of Directors for a sixth term, and noted that Board members would be polled regarding the possibility of cancelling one of the two scheduled summer Board meetings.

APPROVALS

Approval of Seventy-Third Supplemental Resolution

During the discussion of the financial update agenda item at the Administration, Finance and Audit Committee meeting, the Committee voted to recommend authorization of an additional refunding if interest rates remained advantageous. The item was referred to the Board for approval.

Upon a motion duly made and seconded, it was

Voted to adopt the Seventy-Third Supplemental Resolution authorizing the issuance of up to \$150,000,000 of Massachusetts Water Resources Authority General Revenue Refunding Bonds and the supporting Issuance Resolution. This refunding authorization will expire on September 15, 2016 unless a bond purchase agreement has been signed or the time frame is extended by the Board of Directors.

Final FY17 Capital Improvement Program

Upon a motion duly made and seconded, it was

Voted to approve the Final FY17 Capital Improvement Program (CIP) with a total budget of \$164.4 million for FY17 including \$155.7 million in project spending and \$8.7 million in contingency.

Final FY17 Current Expense Budget

Upon a motion duly made and seconded, it was

Voted to: (1) adopt the Final FY17 Current Expense Budget (CEB) set forth in Attachment B and Attachment C with current revenue and expenses of \$719.6 million; and (2) adopt the Final FY17 Operating Budget (Trustee's Budget) set forth in Attachment D; all as presented and filed with the records of the meeting.

Final FY17 Water and Sewer Assessments

Upon a motion duly made and seconded, it was

Voted to adopt the following effective July 1, 2016: (1) Water system assessments of \$234,262,737 and sewer system assessments of \$460,615,763 for Fiscal Year 2017; (2) FY17 sewer assessments of \$500,000 for the Town of Clinton and \$305,075 for the Lancaster Sewer District; (3) FY17 charge to the City of Worcester of \$151,582 representing approximately 7.9% of the direct operating expenses for the Clinton Advanced Wastewater Treatment Plant; (4) FY17 water assessments of \$3,424,820 for the City of Chicopee, \$707,836 for South Hadley Fire District #1, and \$781,288 for the Town of Wilbraham; (5) A wholesale water rate of \$3,471.65 per million gallons; and (6) A retail sewer rate of \$7,117.78 per million gallons.

Renewal of Reading and Wellesley Water Supply Continuation Agreements

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to execute ten-year Water Supply Continuation Agreements with the towns of Reading and Wellesley, substantially in the form presented and filed with the records of the meeting as Attachments 1 and 2.

Appointment of Program Manager, Chemistry, ENQUAL

Upon a motion duly made and seconded, it was

Voted to approve the Executive Director's recommendation to appoint Ms. Mandu Inyang to the position of Program Manager, Chemistry Environmental Quality, ENQUAL (Unit 9, Grade 29), at an annual salary of \$94,499.04, to be effective on a date to be determined by the Executive Director.

Appointment of Operations Supervisor, Clinton Advanced Wastewater Treatment Plant

Upon a motion duly made and seconded, it was

Voted to approve the Executive Director's recommendation to appoint Mr. George Poske, to the position of Operations Supervisor, Clinton Advanced Wastewater Treatment Plant (Unit 3, Grade 24), at an annual salary of \$85,993.55, to be effective on a date to be determined by the Executive Director.

Appointment of Operations Liaison, Deer Island Treatment Plant

Upon a motion duly made and seconded, it was

Voted to approve the Executive Director's recommendation to appoint Ms. Cynthia Parks to the position of Operations Liaison, Deer Island Treatment Plant (Unit 6, Grade 10), at an annual salary of \$87,790.99, to be effective on a date to be determined by the Executive Director.

Appointment of Area Manager, Deer Island Treatment Plant

Upon a motion duly made and seconded, it was

Voted to approve the appointment of Mr. Mark Lavino to the position of Area Manager, Deer Island Treatment Plant (Unit 6, Grade 12), at an annual salary of \$89,367.63, to be effective on a date to be determined by the Executive Director.

FY17 Non-Union Compensation

Upon a motion duly made and seconded, it was

Voted to take the following actions in MWRA's FY17 Non-Union Compensation Program: (1) Authorize the Executive Director to implement a 1.5% across-the-board compensation adjustment for non-union managers effective with the first FY17 payroll, and a 1.5% across-the-board adjustment for non-union managers effective December 31, 2016; and (2) Approve a revision to the non-union salary ranges for FY17 as presented and filed with the records of the meeting.

CONTRACT AWARDS

Chelsea Creek Headworks Upgrade, Resident Engineering/ Resident Inspection Services: CDM Smith Inc., Contract 6802

Upon a motion duly made and seconded, it was

Voted to approve the recommendation of the Consultant Selection Committee to select CDM Smith Inc. to provide Resident Engineering and Resident Inspection Services during construction of the Chelsea Creek Headworks Upgrade, and to authorize the Executive Director, on behalf of the Authority, to execute and deliver Contract 6802 with CDM Smith Inc. in an amount not to exceed \$3,632,829 for a term of fifty-one months from the Notice to Proceed.

Farm Pond Inlet Chamber, Farm Pond Gatehouse and Waban Arches Evaluations: Green International Affiliates, Inc., Contract 7473

Upon a motion duly made and seconded, it was

Voted to approve the recommendation of the Consultant Selection Committee to select Green International Affiliates, Inc. to provide consulting services to the Authority for the Farm Pond Inlet Chamber, Farm Pond Gatehouse and Waban Arches Evaluations project, and to authorize the Executive Director, on behalf of the Authority, to execute and deliver Contract 7343 in the amount of \$339,126 for a term of 18 months from the Notice to Proceed.

CONTRACT AMENDMENTS/CHANGE ORDERS

Fire Protection Sprinkler System Service: William M. Collins Co., Inc., Contract OP-285, Change Order 2

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to approve Change Order 2 to increase the amount of Contract OP-285 with William M. Collins Co., Inc., Fire Protection Sprinkler System Service, in an amount not-to-exceed \$57,596.72, with no increase in contract term; and to authorize the Executive

Director to approve additional change orders as may be needed to Contract OP-285 in amounts not to exceed the aggregate of \$27,520, or 25% of the original contract value, and 180 days, in accordance with the Management Policies and Procedures of the Board of Directors.

Fire Alarm Service Metro Boston: Sullivan & McLaughlin Companies, Inc., Contract OP-275, Change Order 3

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to approve Change Order 3 to increase the amount of Contract OP-275 with Sullivan & McLaughlin Companies, Inc., Fire Alarm System Service, Metro Boston, in an amount not to exceed \$84,506, with no increase in contract term; and to authorize the Executive Director to approve additional change orders as may be needed to Contract OP-275 in amounts not to exceed the aggregate of \$44,997.50, or 25% of the original contract value, and 180 days, in accordance with the Management Policies and Procedures of the Board of Directors.

EXECUTIVE SESSION

It was moved to enter executive session to discuss litigation and real estate.

Upon a motion duly made and seconded, it was, upon a roll call vote in which the members were recorded as follows:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Blackmon		
Carroll		
Cotter		
Foti		
Pappastergion		
Vitale		
Walsh		
Wolowicz		
Beaton		

Voted to enter executive session for the purpose of discussing strategy with respect to litigation and to consider the purchase, exchange, lease or value of real property in that such discussion in open session may have a detrimental effect on the litigating and negotiating positions of the Authority.

It was stated that the meeting would return to open session solely for the consideration of adjournment.

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EXECUTIVE SESSION

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The meeting returned to open session at 2:00 p.m. and adjourned.

DRAFT

ADMINISTRATION, FINANCE & AUDIT COMMITTEE MEETING

Chair: H. Vitale
Vice-Chair: A. Pappastergion
Committee Members:
A. Blackmon
J. Carroll
K. Cotter
J. Foti
B. Peña
J. Walsh

to be held on

Wednesday, July 13, 2016

AGENDA

A. Information

1. Delegated Authority Report – June 2016

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the Administration, Finance and Audit Committee

June 29, 2016

A meeting of the Administration, Finance and Audit Committee was held on June 29, 2016 at the Authority headquarters in Charlestown. Chairman Vitale presided. Present from the Board were Ms. Wolowicz and Messrs. Blackmon, Carroll, Cotter, Foti, Pappastergion, and Walsh. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, John Vetere, Michele Gillen, Tom Durkin, Steve Perry, Matt Horan, Mike Hornbrook, Kathy Soni, and Bonnie Hale. The meeting was called to order at 10:20 a.m.

Information

Fiscal Year 2016 Contract Amendment and Change Order Report

Mr. Vitale remarked that the report was very well done and that the information was appreciated.

Delegated Authority Report – May 2016

There were no questions on the report.

FY16 Financial Update and Summary as of May 2016

Staff summarized the information contained in the report. There was general discussion and question and answer. Reference was made to the current favorable interest rates and the potential international financial impacts of Great Britain's exit from the European Union. The Committee recommended adding an item to the Board agenda authorizing an additional refunding (see Board meeting minutes re Seventy-Third Supplemental Resolution).

Approvals

*Final FY17 Capital Improvement Program

There was general discussion. Mr. Walsh asked Mr. Hornbrook to please re-send the information regarding the Deer Island co-generation alternatives. The Committee recommended approval of the FY17 CIP (ref. agenda item B.1).

* Approved as recommended at June 29, 2016 Board of Directors meeting.

*Final FY17 Current Expense Budget

Staff explained the actions taken in order to get from a 3.9% to a 3.34% rate increase as recommended by the Advisory Board. Committee members acknowledged and thanked the Advisory Board staff and MWRA staff for their hard work in preparation of the final budget. The Committee recommended approval of the FY17 CEB (ref. agenda item B.2).

*Final FY17 Water and Sewer Assessments

The Committee recommended approval of the FY17 water and sewer assessments (ref. agenda item C.3).

The meeting adjourned at 10:55 a.m.

* Approved as recommended at June 29, 2016 Board of Directors meeting.

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 13, 2016
SUBJECT: Delegated Authority Report – June 2016




COMMITTEE: Administration, Finance & Audit

INFORMATION
 VOTE

Barbie Aylward, Administrator A & F
Joanne Gover, Admin. Systems Coordinator
Preparer/Title



Michele S. Gillen
Director, Administration



Carolyn Francisco Murphy
Director of Procurement

RECOMMENDATION:

For information only. Attached is a listing of actions taken by the Executive Director under delegated authority for the period June 1 – 30, 2016.

This report is broken down into three sections:

- Awards of Construction, non-professional and professional services contracts and change orders and amendments in excess of \$25,000, including credit change orders and amendments in excess of \$25,000;
- Awards of purchase orders in excess of \$25,000; and
- Amendments to the Position Control Register, if applicable.

BACKGROUND:

The Board of Directors' Management Policies and Procedures, as amended by the Board's vote on October 14, 2009, delegate authority to the Executive Director to approve the following:

Construction Contract Awards:

Up to \$1 million if the award is to the lowest bidder; or up to \$500,000 if the award is to other than the lowest bidder.

Change Orders:

Up to 25% of the original contract amount or \$250,000, whichever is less, where the change increases the contract amount, and for a term not exceeding an aggregate of six months; and for any amount and for any term, where the change decreases the contract amount. The delegations for cost increases and time can be restored by Board vote.

Professional Service Contract Awards:

Up to \$100,000 and one year with a firm; or up to \$50,000 and one year with an individual.

Non-Professional Service Contract Awards:

Up to \$250,000 if a competitive procurement process has been conducted, or up to \$100,000 if a procurement process other than a competitive process has been conducted.

Purchase or Lease of Equipment, Materials or Supplies:

Up to \$1 million if the award is to the lowest bidder; or up to \$500,000 if the award is to other than the lowest bidder.

Amendments:

Up to 25% of the original contract amount or \$250,000, whichever is less, and for a term not exceeding an aggregate of six months.

Amendments to the Position Control Register:

Amendments which result only in a change in cost center.

BUDGET/FISCAL IMPACT:

Recommendations for delegated authority approval include information on the budget/fiscal impact related to the action. For items funded through the capital budget, dollars are measured against the approved capital budget. If the dollars are in excess of the amount authorized in the budget, the amount will be covered within the five-year CIP spending cap. For items funded through the Current Expense Budget, variances are reported monthly and year-end projections are prepared at least twice per year. Staff review all variances and projections so that appropriate measures may be taken to ensure that overall spending is within the MWRA budget.

PURCHASING DELEGATED AUTHORITY ITEMS - JUNE 1 - 30, 2016

NO.	TITLE AND EXPLANATION	CONTRACT #	AMENDMENT	COMPANY	FINANCIAL IMPACT
P-1.	6/1/16 REPLACEMENT OF ACTIVATED CARBON AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR THE REPLACEMENT OF ACTIVATED CARBON FOR THE ODOR CONTROL SYSTEM AT THE BRAINTREE-WEYMOUTH REPLACEMENT PUMP STATION AND THE HOUGHS NECK PUMP STATION.	WRA-4203		CARBON ACTIVATED CORPORATION	\$26,514.90
P-2.	6/1/16 CONTINUOUS MONITORING OF CHLOROPHYLL (ONLY) AWARD OF A SOLE-SOURCE PURCHASE ORDER CONTRACT WITH BOWDOIN COLLEGE TO CONTINUE PERMIT-REQUIRED CONTINUOUS CHLOROPHYLL (ONLY) MONITORING AT THE MOORING OFF OF CAPE ANN, FOR THE PERIOD OF JULY 1, 2016 - JUNE 30, 2017.			BOWDOIN COLLEGE	\$35,000.00
P-3.	6/1/16 ONE HUNDRED MANHOLE FRAMES AND ONE HUNDRED MANHOLE COVERS AWARD OF A SOLE-SOURCE PURCHASE ORDER FOR 100 MANHOLE FRAMES AND 100 MANHOLE COVERS. THERE ARE APPROXIMATELY 4,000 WASTEWATER STRUCTURES WITHIN THE MWRA WASTEWATER SYSTEM. THE STRUCTURES GENERALLY HAVE MANHOLE FRAMES THAT HOLD MANHOLE COVERS THAT CAN BE REMOVED TO ALLOW ACCESS FOR INSPECTION, CLEANING AND MAINTENANCE. ON AVERAGE, WASTEWATER PIPELINE STAFF REPLACE APPROXIMATELY 100 FRAMES AND COVERS EACH YEAR. THE CHELSEA WAREHOUSE STOCKS THE MANHOLE FRAMES AND COVERS AND INVENTORY NEEDS TO BE PERIODICALLY REPLACED.			E.J. USA, INC.	\$43,455.00
P-4.	6/1/16 REPLACEMENT OF THE PUBLIC SAFETY AMPLIFIER AWARD OF A CRITICAL NEED PURCHASE ORDER FOR A PUBLIC SAFETY AMPLIFIER AT THE NUT ISLAND HEADWORKS. THE OPERATIONS DIVISION REQUESTS APPROVAL FOR A CRITICAL NEED PURCHASE ORDER TO REPLACE THE EXISTING PUBLIC SAFETY BI-DIRECTIONAL AMPLIFIER (INTERNAL RADIO REPEATER) AT THE NUT ISLAND HEADWORKS. THIS AMPLIFIER WILL ALLOW THE QUINCY FIRE DEPARTMENT (QFD) AND MWRA STAFF TO MAINTAIN RADIO COMMUNICATIONS WITH PERSONNEL ON THE BELOW GROUND LEVELS OF THE HEADWORKS (PUMP/BLOWER AREA AND ODOR CONTROL ROOM). AFTER THE FIRE AT THE NUT ISLAND FACILITY, THE QFD REQUESTED THIS SYSTEM BE INSTALLED AND OPERATIONAL AS SOON AS POSSIBLE. THE REPEATER WILL CARRY TWO QFD RADIO FREQUENCIES, ONE METRO RADIO FREQUENCY (FOR MUTUAL AID RESPONSE BY ANOTHER FIRE DEPARTMENT), AND THE MWRA MOTOROLA CHANNEL 4 RADIO FREQUENCY. THE SYSTEM WILL ALSO HAVE A 48 HOUR BATTERY BACKUP, SHOULD FACILITY POWER BE UNAVAILABLE.			COMTRONICS, INC.	\$45,411.45
P-5.	6/1/16 CAPE ANN MOORING CONTINUOUS MONITORING (NOT INCLUDING CHLOROPHYLL) AWARD OF A SOLE-SOURCE PURCHASE ORDER CONTRACT WITH THE UNIVERSITY OF MAINE TO CONTINUE PERMIT-REQUIRED CONTINUOUS OCEANOGRAPHIC MONITORING (OTHER THAN CHLOROPHYLL) AT THE MOORING OFF CAPE ANN, FOR THE PERIOD OF JULY 1, 2016 - JUNE 30, 2017.			UNIVERSITY OF MAINE	\$80,000.00
P-6.	6/1/16 GARTNER IT EXECUTIVE + DELEGATE SUBSCRIPTION RENEWAL APPROVAL OF A PURCHASE ORDER CONTRACT FOR THE RENEWAL OF THE GARTNER IT EXECUTIVE + DELEGATE SUBSCRIPTION, FOR THE PERIOD OF JULY 1, 2016 THROUGH JUNE 30, 2017 CONCURRENT WITH THE COMMONWEALTH'S OPERATIONAL SERVICES DIVISION'S AGREEMENT OSD-0623-2014 IT ADVISORY SERVICES. THROUGH GARTNER RESEARCH, GARTNER EXECUTIVE PROGRAMS, GARTNER CONSULTING AND GARTNER EVENTS, GARTNER WILL WORK WITH THE MWRA TO RESEARCH, ANALYZE AND INTERPRET THE BUSINESS OF IT, INCLUDING OBJECTIVE INSIGHT INTO ANY AREA OF IT. THIS TYPE OF SUBSCRIPTION PROVIDES UNLIMITED ACCESS TO DOCUMENTED RESEARCH AND ON DEMAND EXPERTISE ACROSS A WIDE SPECTRUM OF TECHNOLOGY TOPICS AS NEEDED.	OSD-0623-2014		GARTNER, INC.	\$94,445.00
P-7.	6/1/16 REPAIR ONE DRESSER ROOTS CENTRIFUGAL COMPRESSOR AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER TO REPAIR ONE CENTRIFUGAL COMPRESSOR FOR THE DEER ISLAND TREATMENT PLANT. THE DEER ISLAND TREATMENT PLANT HAS THREE CENTRIFUGAL COMPRESSORS IN THE CENTRAL BLOWER FACILITY THAT SUPPLY AND DISTRIBUTE LOW-PRESSURE AIR. ALL THREE CENTRIFUGAL COMPRESSORS WERE INSTALLED AS PART OF THE BOSTON HARBOR PROJECT IN 1995. AS PART OF DEER ISLAND'S CENTRIFUGAL COMPRESSOR MAINTENANCE PROTOCOLS, STAFF PERFORM INSPECTIONS AND PREVENTIVE AND PREDICTIVE MAINTENANCE, ON A MONTHLY, SEMI-ANNUAL, AND ANNUAL BASIS. RECENTLY CONDITION MONITORING NOTED NEGATIVE TRENDING ON ONE OF THE COMPRESSORS, INDICATING THE POTENTIAL FOR FAILURE OF HIGH-COST COMPONENTS OF THE COMPRESSOR. BASED UPON BUDGET ESTIMATES RECEIVED FROM THE MANUFACTURER, A NEW REPLACEMENT CENTRIFUGAL COMPRESSOR WOULD COST APPROXIMATELY \$600,000. STAFF RECOMMENDED THAT THE FAILED UNIT BE REPAIRED RATHER THAN REPLACED WITH A NEW COMPRESSOR.	WRA-4205		DRESSER, INC. (HOWDEN ROOTS, LLC)	\$125,211.00
P-8.	6/1/16 ONE NEW 12/14-YARD DUMP TRUCK AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR ONE NEW 1/14-YARD DUMP TRUCK FOR THE CHELSEA WATER PIPE MAINTENANCE UNIT. WRA-821, ASSIGNED TO THE WATER PIPE MAINTENANCE UNIT IN CHELSEA, IS A 2005 10-WHEEL DUMP TRUCK (FITTED WITH A PLOW FOR USE IN SNOW REMOVAL) USED TO TOW TRAILERED EQUIPMENT AND MATERIALS, AND TO HAUL FILL MATERIAL TO AND FROM JOB SITES. BASED ON THE AGE, USE, AND MECHANICAL CONDITION OF WRA-821, STAFF RECOMMENDED ITS REPLACEMENT AS PART OF THE FY17 CAPITAL IMPROVEMENT PROGRAM BUDGET.	WRA-4211		BOSTON FREIGHTLINER, INC.	\$144,850.00
P-9.	6/1/16 SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE AWARD OF A ONE-YEAR PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR THE SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE TO VARIOUS WASTEWATER LOCATIONS.	WRA-4208		UNIVAR USA, INC.	\$192,525.39
P-10.	6/3/16 ONE NEW DIESEL POWERED PIPE TRUCK AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR ONE NEW REPLACEMENT DIESEL POWERED PIPE TRUCK FOR THE CHELSEA WATER PIPE MAINTENANCE UNIT. IN 2002, IN LINE WITH OTHER LOCAL UTILITIES, THE WATER PIPE MAINTENANCE UNIT BEGAN UTILIZING LARGER SERVICE TRUCKS THAT INCORPORATED ON-BOARD SYSTEMS, TO INCREASE PRODUCTIVITY AND EFFICIENCY. FREIGHTLINER VEHICLES ARE STAND-ALONE, FULLY FUNCTIONAL TRUCKS THAT NEGATE THE NEED FOR MULTIPLE VEHICLES TO RESPOND TO THE JOB SITE TO DELIVER TOW-BEHIND EQUIPMENT. WRA-008 WAS PLACED IN SERVICE IN 2003 AND IS IN NEED OF A COMPLETE BRAKE REPLACEMENT, IS CONSTANTLY UNDERGOING REPAIRS ON THE PTO UNIT, THE TRANSMISSION IS SLUGGISH, AND THE ENGINE OIL IS LEAKING. UPON REPLACEMENT, IT WILL BE CONSIDERED SURPLUS.	WRA-4191		BOSTON FREIGHTLINER, INC.	\$169,746.00

PURCHASING DELEGATED AUTHORITY ITEMS - JUNE 1 - 30, 2016

NO.	TITLE AND EXPLANATION	CONTRACT #	AMENDMENT	COMPANY	FINANCIAL IMPACT
P-11. 6/3/16	FLOOD PROTECTION BARRIERS AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR FLOOD PROTECTION BARRIERS FOR THREE MWRA FACILITIES. DURING THE PAST SEVERAL YEARS, IN LIGHT OF CONCERNS REGARDING CLIMATE CHANGE AND SEA LEVEL RISE, AND THE POTENTIAL FOR FLOOD DAMAGE AT MWRA FACILITIES DURING SEVERE WET-WEATHER EVENTS, STAFF HAVE BEEN EVALUATING AVAILABLE PRODUCTS AND TECHNOLOGIES TO ENSURE FLOOD PROTECTION OF MWRA'S FACILITIES INTO THE FUTURE. MWRA HAS ADOPTED AS AN INTERIM BENCHMARK FOR FLOOD PROTECTION, THE CURRENT FEMA 100-YEAR STORM SURGE EVENT WITH 2.5 FEET OF SEA LEVEL RISE. THERE ARE A NUMBER OF MWRA FACILITIES THAT ARE LOCATED WITHIN THESE NEWLY PROJECTED FLOOD ZONES. DURING A 100-YEAR + 2.5 FOOT STORM SURGE, THE SURFACE ELEVATION OF THE HIGH WATER WILL BE HIGHER THAN THE FIRST FLOOR ELEVATION OF THESE FACILITIES. IN ORDER TO PROTECT THESE FACILITIES, STAFF RECOMMEND THAT FLOOD PROTECTION CONTINGENCIES BE IMPLEMENTED, WHICH INCLUDE THE PROCUREMENT AND INSTALLATION OF FLOOD PROTECTION BARRIERS AT ALL POINTS OF ENTRY. THE MWRA WILL PURCHASE ALUMINUM STOP PLANK FLOOD PROTECTION BARRIERS.	WRA-4212		PRODUCTION SPECIALTIES CORP., DBA PS DOORS	\$194,900.00
P-12. 6/8/16	TWO S:SCAN MICRO:STATION AND START-UP DEPLOYMENT SERVICES AWARD OF A SOLE SOURCE PURCHASE ORDER FOR TWO S:SCAN MICRO:STATIONS AND START-UP DEPLOYMENT SERVICES. MWRA FIRST BEGAN USING S:SCAN PRODUCTS FOR WATER QUALITY MONITORING IN 2007. THREE SPECTRO:LYZER/CON:STAT UNITS WERE PROCURED WITH HOMELAND SECURITY FUNDS. THESE UNITS HAVE PROVIDED SOLID SERVICE WITHIN THE LIMITED CAPABILITIES THAT THEY HAVE. EIGHTEEN S:SCAN MICRO:STATIONS HAVE BEEN DEPLOYED THROUGHOUT MWRA'S WATER SYSTEM. AS PART OF THE WRA-3090 ROLL OUT, THE SPECTRO:LYZER/CON:STAT UNIT AT BRUTSCH WATER TREATMENT FACILITY WAS REPLACED AND UPGRADED WITH A MICRO:STATION. THE EQUIPMENT REQUESTED IN THIS PURCHASE WILL REPLACE AND UPGRADE THE TWO REMAINING LOCATIONS THAT HAVE THE OUTDATED EQUIPMENT.			S:SCAN MEASURING SYSTEMS, LLC	\$72,748.00
P-13. 6/8/16	EMERGENCY REPAIR OF COMBUSTION TURBINE GENERATOR A THE BOSTON HARBOR PROJECT, REGULATORY AGENCIES (ENVIRONMENTAL PROTECTION AGENCY AND MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION) REQUIRED MWRA TO DEVELOP A CONTINGENCY PLAN FOR DITP, WHICH INCLUDED THE PROVISION OF BACK-UP POWER SOURCES (CTGS) IN THE EVENT OF A LOSS OF POWER FROM THE CROSS-HARBOR CABLE. IN THE EVENT OF A SUSTAINED POWER FAILURE FROM EVERSOURCE ENERGY (EVERSOURCE), THE CTGS ARE NEEDED TO KEEP THE PLANT OPERATIONAL. ON MARCH 22, 2016 DITP LOST ALL UTILITY POWER COMING FROM THE EVERSOURCE CROSS-HARBOR CABLE. DITP IMMEDIATELY STARTED CTG B TO HANDLE MWRA'S POWER DEMAND ON THE ISLAND. DURING THIS OUTAGE, STAFF ATTEMPTED TO START CTG A BUT WERE UNABLE TO DO SO DUE TO A MECHANICAL FAILURE. STAFF SUSPECTED THE SHAFT HAD SEIZED, ADDITIONAL DIAGNOSTICS AND COMPREHENSIVE INSPECTION NEEDED CAN ONLY BE PERFORMED BY THE ORIGINAL EQUIPMENT MANUFACTURER, PW POWER SYSTEMS, INC. SINCE MARCH 22, 2016 CTG B HAS BEEN SOLELY RESPONSIBLE FOR DITP'S PRIMARY BACKUP FOR EVERSOURCE. FOR THIS REASON THE INSPECTION AND REPAIR OF CTG A BECAME AN EMERGENCY REPAIR. DITP NEEDED CTG A OPERABLE AS SOON AS POSSIBLE.			PW POWER SYSTEMS, INC.	\$137,503.02
P-14. 6/8/16	ORACLE PROCESSOR LICENSES ANNUAL MAINTENANCE AND SUPPORT APPROVAL OF A ONE YEAR PURCHASE ORDER CONTRACT FOR ORACLE PROCESSOR LICENSES MAINTENANCE AND SUPPORT. THE ORACLE DATABASE MANAGEMENT SYSTEM (DBMS) WAS ORIGINALLY PURCHASED AS PART OF THE SYSTEMS INTEGRATOR PROJECT, A COMPETITIVE BID AWARD THAT WAS APPROVED BY THE BOARD OF DIRECTORS IN MARCH 1989. SINCE THEN, ORACLE DBMS HAS BECOME THE STANDARD FOR ALL ENTERPRISE APPLICATIONS AT THE AUTHORITY. THE NUMBER OF SYSTEMS UTILIZING ORACLE'S DBMS HAS GROWN SIGNIFICANTLY SINCE THE ORIGINAL PURCHASE IN 1989 AND NEEDS TO BE MAINTAINED. THIS AGREEMENT WILL COVER MAINTENANCE AND SUPPORT FOR A COMBINATION OF TWENTY THREE NAMED USER, EIGHTY CONCURRENT AND EIGHTEEN PROCESSOR LICENSES, WHICH MEETS MWRA NEEDS WHILE MINIMIZING THE COST, SINCE THE COMBINATION OF NAMED USER AND CONCURRENT LICENSES ARE LESS EXPENSIVE THAN PROCESSOR-BASED LICENSES.	GS-35F-4543G		DLT SOLUTIONS, LLC	\$176,536.52
P-15. 6/9/16	GENERAL MOTORS AUTOMOTIVE TRAINING AWARD OF A ONE YEAR SOLE SOURCE PURCHASE ORDER FOR GENERAL MOTORS AUTOMOTIVE TRAINING FOR VEHICLE MANAGEMENT SERVICES STAFF TO MASS BAY COMMUNITY COLLEGE (MBCC). MWRA HAS 496 PLATED VEHICLES, 320 OF WHICH ARE GENERAL MOTORS (GM) VEHICLES. PROVIDING MANUFACTURER SPECIFIC TRAINING WILL ALLOW MWRA TO CONTINUE TO SERVE AS THE PRIMARY SOURCE OF MAINTENANCE AND REPAIR OF THESE VEHICLES TO ASSURE THAT THE FLEET REMAINS AS SAFE AND RELIABLE AS POSSIBLE AND THAT MWRA STAFF PROVIDE EFFICIENT AND COST EFFECTIVE VEHICLE MAINTENANCE AND REPAIR. VEHICLE MANAGEMENT TECHNICIANS ARE REQUIRED TO MAINTAIN AUTOMOTIVE SERVICE EXCELLENCE (ASE) CERTIFICATIONS IN SEVERAL CATEGORIES. THE GM TRAINING WILL INCLUDE REPAIR PROCEDURES AND TECHNOLOGIES IN THE AREAS OF ENGINE REPAIR, SUSPENSION, STEERING, BRAKES AND ELECTRICAL SYSTEMS. STAFF RECOMMENDED THAT FOR A ONE-YEAR PERIOD, MWRA PROVIDE UP TO TWELVE DAYS OF TRAINING THROUGH MBCC. CONTRACT TERM OF JULY 1, 2016 TO JUNE 30, 2017.			MASSACHUSETTS BAY COMMUNITY COLLEGE	\$42,000.00
P-16. 6/14/16	SERVICES TO RELINE AND REPAIR ONE SODIUM HYPOCHLORITE TANK AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR RELINING OF TANKS AT THE WILLIAM A. BRUTSCH WATER TREATMENT FACILITY. THE WILLIAM A. BRUTSCH WATER TREATMENT FACILITY CONTAINS ONE 2,500- GALLON FIBERGLASS REINFORCED PLASTIC TANK FOR THE STORAGE OF HYPOCHLORITE SOLUTION. OVER TIME, DUE TO THE CORROSIVE NATURE OF SODIUM HYPOCHLORITE, IT IS NOT UNCOMMON FOR LEAKS TO DEVELOP IN THE STORAGE TANK AS THE TANK LINING IS WORN DOWN. STAFF DETERMINED THAT THE TANK REQUIRES A COMPLETE RELINING AND NOZZLE REPLACEMENT, WHICH HAS TO BE PERFORMED BY A SPECIALTY CONTRACTOR.	WRA-4217		AMERICAN FIBERGLASS TANK REPAIR	\$29,600.00
P-17. 6/14/16	DIESEL ENGINE REPLACEMENT PARTS AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR WAUKESHA DIESEL ENGINE REPLACEMENT PARTS FOR THE PRISON POINT CSO FACILITY. THE PRISON POINT CSO FACILITY IS EQUIPPED WITH FOUR DIESEL-DRIVEN PUMPS. DURING WET-WEATHER OPERATIONS, ALL FOUR PUMPS OPERATE TO PROVIDE THE STATION'S OPTIMUM CAPACITY. THE PUMPS AT THIS FACILITY HAVE BEEN IN SERVICE FOR APPROXIMATELY 30 YEARS AND ARE DRIVEN BY WAUKESHA DIESEL ENGINES. DRESSER WAUKESHA, MANUFACTURER OF THE WAUKESHA DIESEL ENGINES, WAS PURCHASED BY GENERAL ELECTRIC OVER FOUR YEARS AGO. AT THAT TIME MWRA RECEIVED WRITTEN NOTICE THAT GENERAL ELECTRIC HAS DISCONTINUED MANUFACTURING REPLACEMENT PARTS FOR THE WAUKESHA DIESEL ENGINES AND WILL NO LONGER SUPPORT THAT PRODUCT LINE. A RECENT REPAIR OF THE TOP END OF THE #2 DIESEL ENGINE MADE CLEAR THE NECESSITY OF HAVING SPARE PARTS FOR THE CYLINDER HEADS ON HAND.	WRA-4234Q		WAUKESHA PEARCE INDUSTRIES, INC.	\$40,821.60

PURCHASING DELEGATED AUTHORITY ITEMS - JUNE 1 - 30, 2016

NO.	TITLE AND EXPLANATION	CONTRACT #	AMENDMENT	COMPANY	FINANCIAL IMPACT
P-18. 6/14/16	SUPPLY AND DELIVERY OF SODIUM BISULFITE AWARD OF TWO SEPARATE ONE-YEAR PURCHASE ORDER CONTRACTS TO THE LOWEST RESPONSIVE BIDDERS FOR THE SUPPLY AND DELIVERY OF SODIUM BISULFITE TO THE JOHN J. CARROLL WATER TREATMENT PLANT AND THE CLINTON ADVANCED WASTEWATER TREATMENT PLANT.	WRA-4222		PVS CHEMICAL SOLUTIONS, INC. SOUTHERN IONICS, INC.	\$64,800.00 \$33,600.00
P-19. 6/14/16	SUPPLY AND DELIVERY OF SODIUM HYDROXIDE AWARD OF A ONE-YEAR PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR THE SUPPLY AND DELIVERY OF SODIUM HYDROXIDE TO THE DEER ISLAND TREATMENT PLANT.	WRA-4221		BORDEN & REMINGTON CORPORATION	\$195,027.00
P-20. 6/15/16	SIXTY BATTERIES, TWO BATTERY CHARGERS AND ONE BATTERY RACK AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR SIXTY BATTERIES, TWO BATTERY CHARGERS, AND ONE BATTERY RACK FOR THE THERMAL POWER PLANT AT THE DEER ISLAND TREATMENT PLANT. THE THERMAL POWER PLANT STATION BATTERY SYSTEM CONSISTS OF CHARGERS AND BATTERIES THAT PROVIDE POWER TO CRITICAL MEDIUM VOLTAGE SWITCHGEAR CONTROLS AND EQUIPMENT DURING AN UNANTICIPATED POWER LOSS. STAFF ROUTINELY EVALUATE THE CONDITION AND CAPACITY OF THE THERMAL POWER PLANT STATION CHARGERS AND BATTERIES TO ENSURE THAT THESE COMPONENTS ARE ABLE TO DELIVER THE REQUIRED POWER TO THE CRITICAL LOAD. DEER ISLAND'S CURRENT STATION BATTERY SYSTEM PROGRAM DICTATES THAT THE BATTERY CHARGERS BE REPLACED EVERY TEN YEARS AND THE ASSOCIATED STATION BATTERIES BE REPLACED EVERY FOUR YEARS. STAFF RECOMMENDED THAT THE EXISTING DC STATION BATTERY SYSTEM CHARGERS AND STATION BATTERIES BE REPLACED DURING THIS CYCLE.	WRA-4229Q		WILLIAMSON NEW ENGLAND ELECTRICAL COMPANY, INC.	\$49,656.00
P-21. 6/15/16	DESIGN & DEVELOPMENT SERVICE FOR THE INFOR/LAWSON-MAXIMO INTERFACE AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR DESIGN AND DEVELOPMENT SERVICES FOR THE LAWSON/INFOR-MAXIMO INTERFACE. THE MWRA IS IN THE PROCESS OF UPGRADING THE MAXIMO APPLICATION TO VERSION 7.5. OF THE MAXIMO UPGRADE PROJECT, THE MAXIMO CONSULTANT, TOTAL RESOURCE MANAGEMENT INC. (TRM), HAS CONDUCTED NUMEROUS WORKSHOPS WITH MWRA OPERATIONS, PROCUREMENT AND IT STAFF RESULTING IN THE DEVELOPMENT OF A "MAXIMO-INFOR/LAWSON INTERFACE DESIGN DOCUMENT". THIS CONTRACT IS TO DESIGN AND IMPLEMENT THE INFOR/LAWSON SIDE OF THE INTERFACE TO ALLOW FOR THE PUSH AND PULL OF DATA BETWEEN THE MAXIMO INTERFACE FRAMEWORK AND INFOR/LAWSON AND REQUIRES SPECIFIC INFOR/LAWSON EXPERTISE.	WRA4230Q IT553 CAT 2B		WEBJECT SYSTEMS, INC.	\$93,300.00
P-22. 6/15/16	ONE SUBSTATION TRANSFORMER AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR ONE SUBSTATION TRANSFORMER FOR THE OAKDALE POWER STATION. THE MAIN TRANSFORMER FOR THE OAKDALE POWER STATION IS APPROXIMATELY 67-YEARS OLD AND THERE WAS A MAJOR FAILURE OF ONE OF ITS HIGH VOLTAGE BUSHINGS IN FEBRUARY. IT WAS ABLE TO BE REPAIRED BUT SPARE PARTS ARE NO LONGER AVAILABLE. STAFF DETERMINED THAT A NEW TRANSFORMER IS NEEDED AS THE TRANSFORMER IS NO LONGER RELIABLE.	WRA-4198		GRANITE CITY ELECTRIC SUPPLY	\$196,693.00
P-23. 6/16/16	ONE 30KVA UNINTERRUPTIBLE POWER SUPPLY UNIT AND ONE 50KVA UNINTERRUPTIBLE POWER SUPPLY UNIT AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR ONE 30KVA UNINTERRUPTIBLE POWER SUPPLY UNIT, AND ONE 50KVA UNINTERRUPTIBLE POWER SUPPLY UNIT FOR THE ADMINISTRATION BUILDING AND THE THERMAL POWER PLANT AT THE DEER ISLAND TREATMENT PLANT. AN UNINTERRUPTIBLE POWER SUPPLY (UPS) IS AN ELECTRICAL COMPONENT THAT PROVIDES POWER TO A CRITICAL LOAD DURING AN UNANTICIPATED POWER LOSS. THERE ARE A NUMBER OF UPS UNITS INSTALLED AT VARIOUS LOCATIONS ON DEER ISLAND WHERE CRITICAL LOADS REQUIRE POWER TO BE AVAILABLE DURING A UTILITY OUTAGE. DEER ISLAND'S CURRENT UPS MAINTENANCE PROGRAM DICTATES THAT THE UPS MODULE AND ASSOCIATED BATTERIES BE REPLACED EVERY TEN YEARS. THESE TWO UNITS ARE APPROACHING THE TEN YEAR MARK AND ARE SCHEDULED FOR REPLACEMENT.	WRA-4213		NEEDHAM ELECTRIC SUPPLY COMPANY, INC.	\$97,865.00
P-24. 6/28/16	CONTROL SYSTEM PROGRAMMING AND CONFIGURATION SUPPORT APPROVAL OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR CONTROL SYSTEM PROGRAMMING AND CONFIGURATION SUPPORT FOR COMMONWEALTH AVENUE PUMP STATION EAST. THE COMMONWEALTH AVENUE PUMP STATION SERVES NEWTON'S SOUTHERN PRESSURE DISTRICT BY TRANSFERRING FLOW FROM SHAFT 6 OF THE CITY TUNNEL TO THE NEWTON COVERED STORAGE RESERVOIR. THE FACILITY CONSISTS OF FOUR INSTALLED PUMPS WHICH ARE CONTROLLED BY TWO INSTRUMENTATION PANELS, EACH HOUSING A PROGRAMMABLE LOGIC CONTROLLER (PLC). THE PUMP STATION PROVIDES A CRITICAL FUNCTION AND THE EXISTING PLC'S ARE OVER TWENTY-YEARS OLD. THE 2013 MWRA MASTER PLAN IDENTIFIES THE REPLACEMENT OF SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) COMPONENTS AS PART OF THE CAPITAL IMPROVEMENT PROGRAM. CONTRACT IS FOR A PERIOD NOT-TO-EXCEED 12 MONTHS.	WRA-4220Q IT553		MCINNIS CONSULTING SERVICES INC.	\$96,798.00
P-25. 6/29/16	EMERGENCY CLEANING APPROVAL OF AMENDMENT 1 TO PURCHASE ORDER #1152473 FOR THE EMERGENCY CLEANING OF THE NUT ISLAND HEADWORKS. ON JANUARY 25, 2016, A FIRE BROKE OUT IN THE ODOR CONTROL SYSTEM ASSOCIATED WITH SCRUBBER 4 WHICH WAS FULLY EXTINGUISHED ON JANUARY 26, 2016. DAMAGE TO THE FACILITY FROM THE FIRE, SPRINKLER SYSTEM OPERATION AND FIRE FIGHTING RESPONSE, WAS EXTENSIVE. THIS PURCHASE ORDER PROVIDED THE MORE EXTENSIVE, HEAVY INDUSTRIAL CLEANING SERVICES NECESSARY TO REMOVE THE SOOT AND ASH THAT COVERED ALL SURFACES WITHIN THE OPERATIONAL/INDUSTRIAL AREAS OF THE FACILITY. THE INDUSTRIAL CLEANING WAS AWARDED ON A TIME AND MATERIAL BASIS WITH A GUARANTEED MAXIMUM PRICE OF \$1,301,050.89. THE EMERGENCY INDUSTRIAL CLEANUP WAS COMPLETED ON APRIL 12, 2016 AND THE ODOR CONTROL SYSTEM WAS PLACED INTO OPERATION ON APRIL 15, 2016.	#1152473	1	FJM ENTERPRISES, INC. D/B/A SERVPRO OF WEYMOUTH OLSON RESTORATION, LLC D/B/A SERVPRO EXTREME RESPONSE TEAM	\$187,274.00
P-26. 6/30/16	PI SYSTEM UPGRADE, MIGRATION AND DATA DIODE IMPLEMENTATION AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR THE PROCESS INFORMATION (PI) SYSTEM UPGRADE, MIGRATION AND DATA DIODE IMPLEMENTATION. THE MWRA'S DITP PI SYSTEM IS CURRENTLY HOSTED ON END-OF-LIFE HARDWARE, RUNS A VERSION OF THE OSISOFT PI SYSTEM THAT IS OUT-OF-DATE, AND IS DEPLOYED ON ARCHITECTURE THAT LEVERAGES FIREWALLS TO ISOLATE THE PROCESS INFORMATION CONTROL SYSTEM (PICS) NETWORK RESOURCES FROM MIS NETWORK RESOURCES. THIS CONTRACT WILL PROVIDE THE TECHNICAL EXPERTISE NECESSARY TO UPGRADE THE ARCHITECTURE SO THAT THE NEW ENVIRONMENT WILL HAVE A DEDICATED PICS PI SYSTEM THAT RELAYS DATA TO THE MIS PI SYSTEM USING UNIDIRECTIONAL SECURITY GATEWAY TECHNOLOGY (DATA-DIODE).	WRA-4243Q IT553		WEBJECT SYSTEMS, INC.	\$87,799.11

CONSTRUCTION/PROFESSIONAL SERVICES DELEGATED AUTHORITY ITEMS JUNE 1 - 30, 2016

NO.	DATE OF AWARD	TITLE AND EXPLANATION	CONTRACT	AMEND/CO	COMPANY	FINANCIAL IMPACT
C-1.	06/01/16	FIRE PROTECTION SPRINKLER SYSTEM SERVICE DECREASE ESTIMATED QUANTITIES FOR ON-SITE TESTING, NON-EMERGENCY AND EMERGENCY REPAIR, MANUFACTURER'S AUTHORIZED SERVICE REPRESENTATIVE, REPLACEMENT PARTS, RENTAL EQUIPMENT AND MARK-UP.	OP-215	1	SIMPLEX GRINNELL LP	(\$54,248.73)
C-2.	06/01/16	MISCELLANEOUS FENCING INSTALLATION AND REPAIRS DECREASE ESTIMATED QUANTITIES FOR BID ITEMS AND ALLOWANCES.	6760V	2	PREMIER FENCE, LLC	(\$101,520.27)
C-3.	06/01/16	KEY PROJECT WORK CREW SERVICES AT DEER ISLAND AND NUT ISLAND AWARD OF CONTRACT TO A NON-PROFIT, DEPARTMENT OF CHILDREN AND FAMILIES APPROVED, ORGANIZATION TO PERFORM ADDITIONAL LANDSCAPING AND PUBLIC ACCESS AREA CLEANING SERVICES AT DEER ISLAND AND NUT ISLAND FOR A TERM OF SEVEN MONTHS.	OP-328	AWARD	ROCA, INC.	\$50,000.00
C-4.	06/03/16	VALVE AND PIPING REPLACEMENTS VARIOUS FACILITIES, DEER ISLAND TREATMENT PLANT DEMOLISH, FURNISH AND INSTALL SEVENTY-TWO 6-INCH GROOVED SPOOLS IN THE PRIMARY CLARIFIER GALLERIES; DEMOLISH, FURNISH AND INSTALL EIGHT 6-INCH ELBOWS CONNECTED TO THE 14-INCH PRIMARY SLUDGE LINE IN THE PRIMARY RESIDUALS GALLERIES; FURNISH AND INSTALL FOUR OFFSET ELBOWS ON THE 10-INCH SECONDARY SCUM HEADER IN THE RESIDUALS GALLERY; FURNISH AND INSTALL ONE 12-INCH OFFSET IN THE RESIDUALS GALLERIES; DEMOLISH, FURNISH AND INSTALL FOUR 4-INCH PIPE SPOOLS ON THE PRETREATMENT GALLERY PRIMARY SLUDGE LINE (PSL) PIPING.	7275	3	CARLIN CONTRACTING COMPANY, INC.	\$74,302.51
C-5.	06/08/16	FIRE ALARM SYSTEM SERVICE DECREASE ESTIMATED QUANTITIES FOR ON-SITE TESTING, NON-EMERGENCY AND EMERGENCY REPAIR, MANUFACTURER'S AUTHORIZED SERVICE REPRESENTATIVE, REPLACEMENT PARTS, RENTAL EQUIPMENT AND MARK-UP.	OP-205	1	SIMPLEX GRINNELL LP	(\$172,144.90)
C-6.	06/27/16	ELEVATOR MAINTENANCE SERVICES AT VARIOUS AUTHORITY FACILITIES PERFORM EMERGENCY REPAIR SERVICE AT NUT ISLAND HEADWORKS; INCREASE REPLACEMENT PARTS ALLOWANCE AND MARK-UP.	OP-273	1	BBE CORP. - BUCKLEY ELEVATOR	\$33,000.00
C-7.	06/27/16	SODIUM HYPOCHLORITE STORAGE TANK REPAIRS JOHN J. CARROLL WATER TREATMENT PLANT AWARD OF CONTRACT TO THE LOWEST RESPONSIVE BIDDER FOR THE REPAIR OF THE 10+ YEAR OLD SODIUM HYPOCHLORITE STORAGE TANKS AT THE JOHN J. CARROLL WATER TREATMENT PLANT FOR A TERM OF 730 CALENDAR DAYS.	OP-325	AWARD	AMERICAN FIBERGLASS TANK REPAIR	\$330,000.00

WASTEWATER POLICY & OVERSIGHT COMMITTEE MEETING

Chair: P. Flanagan
Vice-Chair: J. Walsh
Committee Members:
A. Blackmon
J. Carroll
J. Foti
A. Pappastergion
B. Peña
H. Vitale

to be held on

Wednesday, July 13, 2016

AGENDA

A. Contract Award

1. Prison Point CSO Facility Improvements – Design, Construction Administration and Resident Engineering Services: Arcadis U.S., Inc, Contract 7359

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the
Wastewater Policy and Oversight Committee

June 29, 2016

A meeting of the Wastewater Policy and Oversight Committee was held on June 29, 2016 at the Authority headquarters in Charlestown. Vice-Chairman Walsh presided. Present from the Board were Ms. Wolowicz and Messrs. Blackmon, Carroll, Cotter, Foti, Pappastergion and Vitale. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Nava Navanandan, Cori Barrett, Margery Johnson, John Vetere, Brian Kubaska, and Bonnie Hale. The meeting was called to order at 10:55 a.m.

Contract Awards

*Chelsea Creek Headworks Upgrade, Resident Engineering/Resident Inspection Services: CDM Smith, Inc., Contract 6802

Mr. Laskey stated that this would be a very challenging project, as the facility needs to be kept running while it is being upgraded, and that it was the first of three such projects to upgrade antiquated pump stations. The Committee recommended approval of the contract award (ref. agenda item A.1).

Contract Amendments/Change Orders

*Fire Protection Sprinkler System Service: William Collins, Inc., Contract OP-285, Change Order 2

The Committee recommended approval of Change Order 2 (ref. agenda item B.1).


*Fire Alarm Service Metro Boston: Sullivan & McLaughlin Companies, Inc., Contract OP-275, Change Order 3

The Committee recommended approval of Change Order 3 (ref. agenda item B.2).

The meeting adjourned at 11:05 a.m.

* Approved as recommended at June 29, 2016 Board of Directors meeting.

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 13, 2016
SUBJECT: Prison Point CSO Facility Improvements
Design, Construction Administration and Resident Engineering Services
Arcadis U.S., Inc.
Contract 7359

COMMITTEE: Wastewater Policy & Oversight

Andrea K. Adams, P.E., Project Manager
A. Navanandan, P.E., Chief Engineer
Preparer/Title

 INFORMATION

 X VOTE


Michele Gillen, Director

Administration and Finance


Michael J. Hornbrook

Chief Operating Officer

RECOMMENDATION:

To approve the recommendation of the Consultant Selection Committee to select Arcadis U.S., Inc. to provide Design, Construction Administration and Resident Engineering Services, for the Prison Point CSO Facility Improvements project, and to authorize the Executive Director, on behalf of the Authority, to execute said contract in an amount not-to-exceed \$2,838,370 for a contract term of 60-months from the Notice to Proceed.

BACKGROUND:

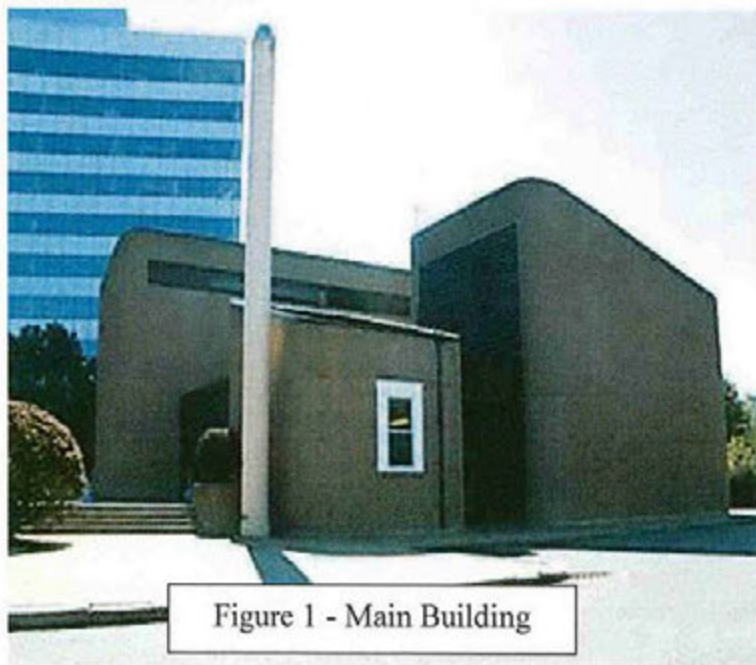


Figure 1 - Main Building

The Prison Point CSO Facility, located in Cambridge, was completed and placed into operation in 1981. The facility provides screening and pumping of dry weather wastewater flows from portions of Cambridge and Boston to the Charlestown Branch Sewer and on to the Chelsea Creek Headworks. During wet weather, the facility provides screening, chlorination, detention, and dechlorination of combined sewer flows. Treated flows exceeding the 1.2 Million Gallons (MG) storage capacity are pumped to Boston

Inner Harbor via outfall MWR203. Detained flows are pumped back to the Charlestown Branch Sewer following wet weather events. The Main Building (shown in Figure 1) includes three influent channels, six detention basins, one dry weather and three wet weather mechanical bar screens, four diesel driven wet weather pumps, two electric driven dry weather pumps and one electric driven detention tank dewatering pump. In 1999, a separate Chemical Building was constructed as part of improving the disinfection system and adding a dechlorination process. The Chemical Building houses three sodium hypochlorite tanks and two sodium bisulfite tanks.

In 2012, a Planning Report was completed to evaluate the condition of the facility structures, process equipment, electrical, mechanical, instrumentation and HVAC systems. The report identified items needing to be upgraded, primarily due to the facility's age.

In 2015, diesel oxidation catalysts were installed on the diesel engines to reduce air emissions, shafts and impellers were replaced on the wet weather pumps, and three right-angle gear drives serving these pumps were rehabilitated and one was replaced.

The remaining recommended improvements will be addressed in this contract, Contract 7359, and the resulting future construction contract (Contract 7462).

DISCUSSION:

Contract 7359 will provide Design, Construction Administration and Resident Engineering (CA/RE) Services to implement improvements and upgrade the facility to meet current building codes.

Process/mechanical equipment to be replaced includes the three dry weather and wet weather mechanical bar screens, screenings conveyor system, grinder, two dry weather pumps, detention tanks dewatering pump, four influent sluice gates, six effluent sluice gates, pump suction and discharge valves, effluent flow meter, post-chlorination, pre-dechlorination and post-dechlorination sample pumps, and chlorine analyzers.

Process/mechanical equipment to be added includes a redundant detention tank dewatering pump to improve reliability and reduce dewatering time, three chemical induction units to improve chemical mixing and disinfection, and dedicated sample lines to the sample room from each influent channel, detention tank and pump suction pipe to improve process monitoring.

Safety, security, instrumentation and electrical improvements include, replacement of gas monitoring equipment and emergency lighting, installation of additional emergency signage, installation of card readers at entrances, replacement of the underground fuel storage tank,



Figure 2 - Existing Wet Weather Screens

facility and diesel engine programmable logic controllers, electrical switchgear, motor control center and uninterruptible power supplies, installation of a second utility power feed, repair of deteriorated structural concrete, and, to save energy, modification of air handling units to provide ventilation setbacks and installation of insulated exterior windows and doors.

In addition, this contract includes the evaluation and, as may be required, design of measures to protect the facility from flooding due to sea level rise to a height of 2.5 feet above the 100-year flood.

Procurement Process

On May 11, 2016, MWRA issued a one-step Request for Qualifications Statements/Proposals (RFQ/P). In addition to advertising, the RFQ/P was sent to 12 firms. Twenty firms requested the RFQ/P documents. The RFQ/P utilized the following criteria and points to evaluate the proposals: Cost - 40 points; Qualifications and Key Personnel - 15 points; Experience/Past Performance on Similar Non-Authority Projects - 10 points; Technical Approach - 10 points; Capacity/Organization and Management Approach - 10 points; Past Performance on Authority Projects - 10 points; and Minority and Women Business Enterprise (M/WBE) Participation - 5 points.

On June 22, 2016 MWRA received two proposals, one on from Arcadis U.S., Inc. (Arcadis) and one from Stantec Consulting Services, Inc. (Stantec). Reasons for why additional proposals were not submitted included a response that the qualifications of the Consultant's available staff did not align with the requirements of the RFQ/P.

The proposal costs are presented below:

	<u>Proposed Contract Cost</u>	<u>Level of Effort</u>	<u>Cost per Hour</u>
Arcadis	\$2,838,370	26,399 hours*	\$107.52
Stantec	\$3,680,861	27,304 hours	\$134.81

On June 29, 2016, the five voting members on the Selection Committee scored and ranked the proposals as follows:

	<u>Total Points</u>	<u>Order of Preference** Total Score</u>	<u>Final Ranking</u>
Arcadis U.S., Inc.	432.25	5	1
Stantec Consulting Services, Inc.	359.25	10	2

*Included Level of Effort for Specialty Subconsultants.

**Order of Preference represents the sum of the individual Selection Committee members' rankings where the firm receiving the highest number of points is assigned a "1;" the firm receiving the next highest number of points is assigned a "2," and so on.

Arcadis was ranked first by all 5 members of the Selection Committee. The Selection Committee determined that Arcadis presented very strong qualifications, experience/past performance,

technical approach and capacity, and presented the best overall value of the two proposals. The Arcadis team will be led by a project manager with significant experience working on large wastewater facilities, including design of MWRA's Chelsea Creek Headworks rehabilitation. Arcadis' price was \$842,491 less than Stantec's; however, the proposed hours were comparable. Internal and external references were found to be favorable and all indicated they would rehire the firm. Arcadis' proposal highlighted the need to maintain operation of the facility throughout construction. The proposal recognized the importance of the preliminary design report which will include details such as establishing design criteria, identifying and resolving design issues and confirming approaches, materials, equipment and construction methodologies. The Selection Committee found Arcadis to be proactive in obtaining information relative to engine evaluations and HVAC testing. Arcadis exceeded the MBE participation requirement and met the WBE participation requirement. The firm proposes using four MBE certified subconsultants for the following services: mechanical/HVAC; SCADA integration; resident engineering and cost estimating and scheduling.

Stantec proposed a higher total cost, and the Selection Committee determined that the firm presented very good experience/past performance, technical approach and capacity. However, the project manager proposed by Stantec has less experience than the one proposed by Arcadis. Specifically, he does not have experience managing a project matching the size and complexity involved in this contract. Internal and external references were found to be favorable and all indicated they would rehire the firm. The Selection Committee agreed Stantec's proposal provided a very good discussion of the need to maintain facility operations during construction but could have provided more details on the preliminary design report. Stantec's proposal marginally exceeded the established MBE and WBE participation requirements.

Based on final rankings, the Selection Committee recommends award of this contract to Arcadis U.S., Inc. in an amount not-to-exceed \$2,838,370. Staff believe Arcadis can complete the project for the proposed cost.

BUDGET/FISCAL IMPACT:

The FY17 CIP includes a budget of \$2,504,847 for Contract 7359. The contract award amount is \$2,838,370 or \$333,523 over budget. This amount will be covered within the five-year CIP spending cap.

MBE/WBE PARTICIPATION:

The minimum MBE and WBE participation requirements for this project were established at 7.18% and 5.77%, respectively. Arcadis has committed to 15% MBE and 5.77% WBE participation.

WATER POLICY AND OVERSIGHT COMMITTEE MEETING

Chair: A. Blackmon
Vice-Chair: B. Peña
Committee Members:
J. Carroll
J. Foti
A. Pappastergion
H. Vitale
J. Walsh
J. Wolowicz

to be held on

Wednesday, July 13, 2016

AGENDA

A. Information

1. Overview of DCR/MWRA Source Water Protection Program
2. Weston Aqueduct Supply Main 3 Project Update

B. Contract Award

1. Rehabilitation of Sections 23, 24 and 47 Water Mains - Design, Engineering Services During Construction and Resident Engineering/ Inspection Services: Green International Affiliates, Inc., Contract 6385

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the Water Policy and Oversight Committee

June 29, 2016

A meeting of the Water Policy and Oversight Committee was held on June 29, 2016 at the Authority headquarters in Charlestown. Chairman Blackmon presided. Present from the Board were Ms. Wolowicz and Messrs. Carroll, Cotter, Foti, Pappastergion, Vitale and Walsh. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Steve Estes-Smargiassi, Joshua Das, Mike Hornbrook, Pam Heidell, Nava Navanandan, Peter Grasso, and Bonnie Hale. The meeting was called to order at 11:05 a.m.

Information

Update on Lead

Staff provided an update on the school lead testing program, and there was general discussion and question and answer.

Memorandum of Agreement with the Town of Stoneham in Connection with the Northern Intermediate High Pipeline Project

Mr. Laskey discussed the need for the project and the background of the MOA, which had just recently been approved by the MWRA Board of Directors. He reported that the Stoneham Board of Selectmen did not approve it, which was disappointing and frustrating. The project continues to be advertised.

Approvals

*Renewal of Reading and Wellesley Water Supply Continuation Agreements

Staff summarized the history of contract water communities and partially supplied communities. The Committee recommended approval of the 10-year agreements with Reading and Wellesley (ref. agenda item B.1).

* Approved as recommended at June 29, 2016 Board of Directors meeting.

Contract Awards


***Farm Pond Inlet Chamber, Farm Pond Gatehouse and Waban Arches Evaluations:
Green International Affiliates, Inc., Contract 7473**

Staff gave a presentation on the project, and the Committee recommended approval of the contract award (ref. agenda item B.1).

The meeting adjourned at 11:45 a.m.

* Approved as recommended at June 29, 2016 Board of Directors meeting.

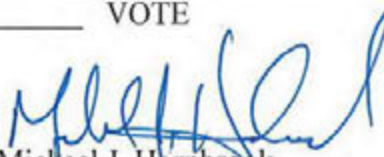
STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 13, 2016
SUBJECT: Overview of DCR/MWRA Source Water Protection Program

Committee: Water Policy & Oversight

INFORMATION
 VOTE

David Coppes, P.E., Director, Waterworks
John Gregoire, Program Manager, Western Operations
Jonathan Yeo, Director, Div. of Water Supply Protection, DCR
Preparer/Title


Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

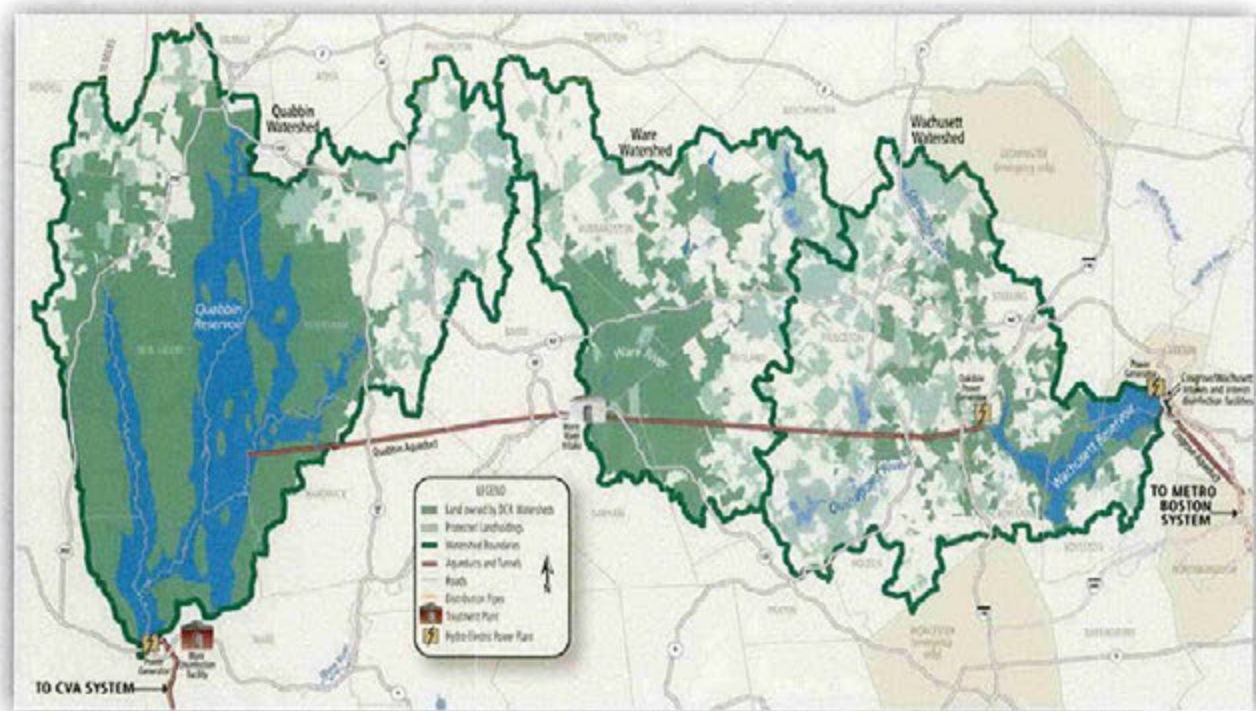
For information only. This overview will be accompanied by a PowerPoint presentation primarily highlighting the land acquisition program accomplishments within the Watershed Protection program.

DISCUSSION:

As an unfiltered water supply, the MWRA system must comply with strictest source water requirements of the federal Safe Drinking Water Act for the entire Quabbin-Ware River-Wachusett system. The Surface Water Treatment Rule of 1989 essentially requires filtration of all surface water supplies, but allow waivers if specific criteria can be met. One of the waiver criteria is for a water supplier to have an effective continuous watershed control program that can preserve high quality source water through control and elimination of pollutants in the watershed.

The Massachusetts Department of Conservation & Recreation's Division of Water Supply Protection (DCR-DWSP) is tasked under state statute to lead that watershed control program and has successfully done so in close cooperation with, and financial support from MWRA.

DWSP's program is operated under a 5 Year Watershed Protection Plan (the most recent update in 2013) that is approved by the state Department of Environmental Protection who regulate all water supplies under federal and state rules. DEP maintains close oversight on the DWSP and MWRA watershed control, intake, and treatment programs. DWSP's program is also detailed in an Annual Workplan and Budget that is reviewed and coordinated with MWRA and MWRA Advisory Board staff, and approved by the five-person Water Supply Protection Trust, chaired by the MWRA Executive Director. The Trust holds quarterly meetings to oversee DWSP's program and finances.



Watersheds of the DCR-DWSP/MWRA Water Supply System

History of System Water Supply Protection

Before MWRA was created in 1984, the MDC Water Division included a Watershed Management unit which managed watershed lands, reservoirs, dams, and all activities across the four watersheds (Quabbin, Ware River, Wachusett and the Sudbury-Framingham Reservoir system) since the early 1900s. The MWRA Enabling Act split the responsibilities for the water system between MWRA and MDC, retaining control of watershed management functions in the MDC. A series of MOUs were established between the two agencies beginning in 1986 to carefully delineate the responsibilities, facilities and working relationships for the entire water supply system. MWRA reimbursed the Commonwealth for the MDC's watershed operations, land acquisitions and other water system related activities. In 2004, the Legislature created a three-year pilot program for a five-person Water Supply Protection Trust to oversee watershed functions of the newly created DCR's Division of Water Supply Protection. The Trust provides a means for MWRA to directly provide financial support to the DCR-DWSP for watershed management and protection activities. In 2014, after a decade of successful operation, the Legislature made the Trust permanent.

Protection activities in the watershed historically were focused on basic sanitary surveys and improvements (e.g. sewers, drainage), careful water quality monitoring, infrastructure work, land and forest management, and controlling public access that could harm water quality. Protection efforts were expanded by the MDC beginning in the 1970s with the strengthening of federal and state drinking water laws and regulations, and increased development in the watershed areas. The program expanded dramatically in the 1990s as a core component of MWRA/MDC's multi-barrier approach to water system management and regulatory compliance efforts. Attachment 2 is a chronology of important watershed management milestones.

Filtration Avoidance

MWRA prevailed in a major federal court decision to continue to avoid filtration treatment due to high quality source water. Documented watershed protection (the first step in MWRA's Integrated Water Supply Improvement Program) was a major component in that decision. The other components of MWRA's Integrated Water Supply Improvement program were: MWRA's disinfection improvements (ozone and UV treatment at the John J. Carroll Water Treatment Plant); transmission and distribution improvements such as the MetroWest Water Supply Tunnel, seven covered storage tanks located around the service area, and rehabilitation of MWRA and community pipelines.

Components of Watershed Protection Program

DWSP has a comprehensive program to manage and protect the water supplies serving the MWRA system. In addition to funding all of the DWSP operating expenses and land acquisition costs, MWRA provides support through the Water Supply Protection Trust and through daily coordination, assistance and joint programs at the reservoirs (see Cooperation section below). DWSP's program starts with the identification of activities and conditions that could degrade water quality and then develops strategies to control these threats. This is the basis of the [Watershed Protection Plan](#). Year-to-year actions to implement this Plan are contained in the Trust's [Annual Workplan](#). DWSP categorizes pollutants into five groups which are most likely to be associated with threats:

- **Pathogens:** Biological agents that can cause disease or illness, such as bacteria, *Cryptosporidium* and *Giardia*.
- **Nutrients:** Elevated levels of nutrients (e.g. nitrogen and phosphorus) can lead to excessive aquatic plant growth and harm drinking water quality.
- **Turbidity:** A measure of the clarity of water, with suspended material (e.g. soil particles, algae, microbes) decreasing the passage of light.
- **Anthropogenic Sources:** Non-natural chemicals such as hazardous materials, pesticides and pharmaceuticals and personal care products.
- **Aquatic Invasive Species:** Plants, animals and other organisms that can create environmental harm and damage to the watershed and reservoir system.

DWSP Watershed Protection Programs

Goal	DWSP Watershed Protection Programs	Quabbin, Ware River, Wachusett	Sudbury
Protect land through ownership or agreement.	Land Procurement	✓	
	Land Preservation	✓	
Manage DWSP-owned properties to protect and enhance water quality, and provide stewardship of natural resources.	Land Management	✓	✓
	Wildlife Management	✓	✓
	Public Access Management	✓	✓
	Watershed Security	✓	✓
	Infrastructure	✓	✓
Work with watershed communities to foster watershed protection principles on land in private ownership.	Watershed Protection Act	✓	
	Technical Assistance and Community Outreach	✓	
	Interpretive Services	✓	✓
Monitor to identify potential or existing water quality problems.	Water Quality Monitoring	✓	✓
	Environmental Quality Assessments	✓	
	Emergency Response	✓	✓

Program Success Highlights

Watershed land acquisition and restrictions are the most effective method for protecting the quality of water in MWRA's reservoirs. To date, the \$137 million spent on land acquisition and restrictions have dramatically increased the protection of the watersheds, particularly in the Wachusett Watershed. In 1985, only 7% of the Wachusett watershed was protected with acquisitions and restrictions. Today, over 29% of the Wachusett watershed is now protected

Some of the other major highlights of the comprehensive watershed protection program include:

- The creation of the Water Supply Protection Trust has allowed DWSP to maintain adequate staffing, modernize equipment and fleet, and make long-overdue infrastructure improvements;
- Continual compliance with federal/state source water quality standards for bacteria and turbidity (with one short exception in 1999 due to storm conditions);
- Implementation of the Watershed Protection Act has greatly moved negative impacts of development away from tributary buffer zones;
- Improved cooperation with watershed municipalities on wide range of environmental and development issues;
- Completion of a major sewerage project in the Wachusett watershed to remove septic systems;
- Direct road discharges to Wachusett Reservoir have been eliminated at Cosgrove Intake area and other projects are in design/scheduling and construction stages with MassDOT (Causeway and Route 140);
- Improved cooperation with PanAm Rail regarding Wachusett Reservoir rail crossing safety and emergency response;
- Construction of watershed and reservoir security improvements;
- Watershed forest management program has carefully diversified forest for long-term water quality protection while deer hunt has allowed for healthy forest regeneration;
- Control of aquatic invasive species has been strengthened with Quabbin Boat Seal Program, MWRA multi-year investment in reservoir aquatic invasive plant surveys and invasives removal at Wachusett Reservoir's Stillwater Basin, Thomas Basin and Oakdale Basin, and other areas, and DWSP watershed pond monitoring and treatment (South Meadow Pond project);
- MWRA and DWSP source water quality monitoring and reservoir modeling has evolved and strengthened with more sophisticated tools, measurements and devices;
- DWSP's Gull Control Program continues to allow MWRA to meet bacteria water quality standards;
- Balancing of public access and watershed control required for filtration waiver through watershed-based Public Access Plans, public education and ranger monitoring;
- Program awarded national Exemplary Source Water Protection Award by American Water Works Association in 2010, and Wachusett Watershed program awarded 2016 Source Water Protection Award by Mass DEP in 2016.

DWSP Staffing and Facilities

DWSP has a staff of approximately 150 full time employees, largely based at Quabbin and Wachusett Reservoirs. They include scientists, planners, foresters, laborers, tradespersons, engineers, rangers, GIS, wildlife and aquatic biologists, financial staff, and managers. About 20 seasonal staff are hired each year to run the Quabbin Fishing Program, mow dams and conduct maintenance. DWSP Watershed is broken into two regional offices – one covering the Quabbin and Ware River watersheds, and one covering the Wachusett and Sudbury Watersheds. A Natural Resources group covers both watersheds with wildlife services, land acquisition and land restriction monitoring. Facilities include:

- 2 regional headquarters complexes
- 4 labor yards
- 6 smaller house-sized offices
- 100,000 acres of land (mostly forest, but some open fields and wetlands)
- 120 Watershed Preservation Restrictions covering nearly 6,000 acres
- 400+ miles of gravel forest roads through DWSP watershed forests
- 155 acres of dam and dike grass surface requiring mowing
- 1 active cemetery (Quabbin Park) with 8000+ graves, most moved from 34 valley cemeteries
- 2 active reservoirs with 45 square miles of surface area and 155 miles of shoreline, and 3 intakes requiring close attention
- 2 stand-by reservoirs (Sudbury and Framingham #3) with 2.5 square miles of surface area
- 2 non-water supply reservoirs and associated lands in the former South Sudbury System
- 104 reservoir area public access control gates and 150+ other access gates to watershed lands
- 3 boat launch areas for Quabbin Fishing Program, emergency response
- 11 ODS-jurisdictional dams
- 1 regional recycling and household hazardous waste collection center (Wachusett towns)
- 1 Visitors' Center (Quabbin), 1 seasonal Quabbin Tower, 2 historical buildings (Old Stone Church and Stillwater Farm at Wachusett), segments of Mass Central Rail Trail

DWSP/MWRA Cooperation

Under the MOU, staff from DWSP and MWRA cooperate daily to manage the watershed and reservoir systems. Communication and response protocols are well established covering water quality monitoring, emergencies, research, MWRA's Capital and maintenance improvements to dams (Since 2005, MWRA has spent over \$20 million on capital and major maintenance improvements to the water supply dams across the system), facility maintenance, reservoir operations and releases, Rutland-Holden sewer, DWSP finances, stakeholder involvement and public questions.

Established groups or regular meetings, not including the Trust itself, include:

- Reservoir Operations Group: quarterly meeting to discuss wide range of reservoir and watershed issues;
- Land Acquisition Panel: periodic meetings to careful review possible land acquisitions to bring to MWRA Board of Directors;
- Water Quality Monitoring Group: periodic meetings to discuss source water monitoring, equipment and policies;

- Budget Team: periodic meetings of DCR and MWRA budget staff to review spending and all finance matters;
- Railroad Working Group: DWSP Wachusett and MWRA group to address all issues related to PanAm Rail safety, training, monitoring, and coordination; and
- *Ad hoc* Project Meetings: as needed to coordinate actions on projects intersecting agencies (e.g. Quabbin Power Line improvements, Rt. 12 Sampling Station, etc.)

Stakeholder Involvement

DWSP has considerable stakeholder involvement in operations and policy making through legislatively developed committees, MWRA groups and standard DCR public processes. These include:

- Water Supply Protection Trust;
- Quabbin Watershed Advisory Committee;
- Ware River Watershed Advisory Committee;
- Water Supply Citizens Advisory Committee;
- Public comment meetings for updating Land Management Plans, Public Access Plans, forestry projects and other projects;
- Public interactions at Visitors' Center, frequent educational programs, and over 35,000 annual Watershed Ranger interactions; and
- Watershed municipality office and Board interactions

Regulatory Oversight

DEP maintains close oversight of DWSP/MWRA's water supply protection activities through a detailed annual site inspection of each watershed and water intake area. Staff from both agencies provide briefings to DEP inspectors on a range of priority issues and then submit follow-up reports each year. Staff from EPA Region 1 occasionally attend the inspections. MWRA submits detailed water quality reports to DEP each year, including source water quality data. DWSP compiles an annual water quality report for each watershed, submits it to DEP and posts online. DEP annually bases continuance of the Filtration Avoidance Waiver on the sum of these activities.

BUDGET/FISCAL IMPACT:

There are four main current components to MWRA spending on source water protection, and a fifth under development: 1) the annual operating budget for DCR's Office of Watershed Management through the Trust; 2) revenues from Oakdale hydroelectric power, leases, forestry, Quabbin fishing and miscellaneous sources; 3) payment-in-lieu-of-taxes (PILOT) to communities with DCR watershed land in accordance with M.G.L. Chapter 59, Section 5G. The statute mandates that payments to individual communities can never decrease even if land values decline, and includes a complex formula for annual increases; 4) CIP spending on watershed land acquisition; and 5) a framework for a DWSP Capital program to address needed infrastructure improvements at facilities such as the Quabbin Administration HQ, watershed roads and other structures necessary for continued successful watershed operations. The 5-year CIP cap and other details of the proposed capital program are still being developed.

The Watershed Land Acquisition Program was established during the FY07 Capital Improvement Program (CIP) process at a total program level of \$19.0 million to be spent in the FY07-FY13 timeframe. The FY15 Final CIP, approved by the Board in June 2014, includes \$5.0 million in funding to continue the program during the cap period of FY14-18. Program-to-date spending as of June 2016 is about \$19.1 million.

Based on the MOU between the Authority and DCR, MWRA reimburses DCR annually for the operating expenses net of revenues through the Trust, pays for the PILOT Program, and funds the CIP pertaining to watershed land acquisitions and some capital infrastructure improvement projects.

The FY17 Total Watershed Management Program is \$26.3 million with the major components listed below:

Operating expenses:	\$16.0 million
Revenues:	(\$1.0) million
PILOT payments:	\$8.4 million
CIP land acquisitions:	\$2.0 million
CIP improvements:	\$0.9 million

ATTACHMENTS:

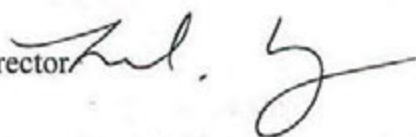
Attachment 1 – Chronology of Important Watershed Milestones

Attachment 1

	1908	1908: Wachusett Reservoir filled. MDC acquires limited land for protection and begins forest management and water quality monitoring
1931: Ware River Intake begins transferring water to Wachusett, then to Quabbin in 1933. MDC purchases more watershed land for protection than at Wachusett.	1931	
	1946	1946: Quabbin Reservoir filled. Extensive watershed land acquisitions and public access control occur.
1960: MDC Watershed forest management program begins	1960	
	1984	1984: MWRA created, MDC retains watershed management functions
1985: Watershed land acquisition program begun, focus on Wachusett with only 7% ownership	1985	
	1988	1988: Detailed sanitary surveys and inspections across watersheds begun
1989: EPA promulgates Surface Water Treatment Rule, requiring filtration unless water supply meets specific criteria including substantial watershed control and program to minimize potential contamination. DEP then issues guidance for meeting Rule.	1989	
	1990	1990: After MDC documents forest regeneration problems, Legislature passes bill to allow controlled deer hunt at Quabbin
1991: MDC begins Bird Harassment Program at both reservoir intake areas to keep MWRA water in compliance with SDWA's bacteria standards for unfiltered source water	1991	1991: MWRA and MDC develop detailed Watershed Protection Plans for Quabbin/Ware and Wachusett watersheds (MWRA funded). DEP approves Quabbin/Ware plan
1992: Legislature passes comprehensive Watershed Protection Act (aka "the Cohen Bill"), providing MDC with regulatory authority over development in setback areas, and \$135 million authorization for targeted land acquisition	1992	
1994: DEP approves Wachusett Plan and calls for top priority of waterborne disease prevention (<i>Cryptosporidium</i> outbreak in Milwaukee was in 1993)	1993	1993: MWRA MDC, DEP enter into a Consent Order for "Dual Track Approach" to determine treatment requirements for Wachusett Reservoir and metro Boston system
	1994	
1995: Watershed Ranger program started with patrols, rules education, and school programs	1995	1995: MDC develops Wastewater Facilities Plan to expand sewer system in Holden and West Boylston areas of Wachusett Watershed where tributary water quality was poor
1997: MDC surpasses 25% ownership of Wachusett Watershed, a milestone set earlier by EPA	1997	
	1998	1998: MWRA and MDC submit application for a waiver from filtration requirement for Wachusett Reservoir with a comprehensive Watershed Protection Plan update and detailed program expansion
1998 - 2000: EPA litigation of Wachusett treatment case occurs, with effectiveness of watershed management and protection program one major piece of contention. Federal judge rules for MWRA/MDC with pronouncements of program effectiveness and commitment.	2000	
	2001	2001: Events of 9/11 lead to greater water system security measures for MWRA & MDC
2003-2008: Holden/West Boylston sewer expansion completed and hookups increase. \$84 million program was funded by Commonwealth, MWRA, SRF, and communities. DCR owns, and MWRA maintains trunk sewer lines to transport wastewater to Worcester.	2003	2003: DCR created, with Division of Water Supply Protection
2004: Legislature creates pilot program for Water Supply Protection	2004	2004: MOU signed between MWRA and DCR on watershed/reservoir responsibilities, finances
	2008	
	2013	2013: DCR updates Watershed Protection Plans
2014: Legislature makes Trust permanent	2014	

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 13, 2016
SUBJECT: Weston Aqueduct Supply Main 3
Project Update



COMMITTEE: Water Policy & Oversight

INFORMATION
 VOTE

A. Navanandan, P.E., Chief Engineer
David Coppes, P.E., Director, Waterworks
Frederick Brandon, P.E., Assistant Director, Engineering
Preparer/Title


Michael J. Hornbrook
Chief Operating Officer

On June 26, 2013 the Board approved the award of Contract 6539, Weston Aqueduct Supply Main 3 (WASM 3): Design, Construction Administration and Resident Engineering Services, to Stantec, Inc. (formerly Fay Spofford and Thorndike, LLC). WASM 3 is a critical pipeline in the MWRA distribution system and has experienced an increased number of leaks in its eighty-year life. WASM 3 serves over 250,000 customers and it has no existing redundancy. It is one of MWRA's largest potential single source of failure. It is a necessary component of all the proposed various metropolitan redundancy alternatives to be presented at an upcoming off-site Board meeting in September. The only variable for the WASM 3 in the long-term metropolitan redundancy alternatives is the selection of rehabilitation of the line or its replacement with a larger sized pipe.

RECOMMENDATION:

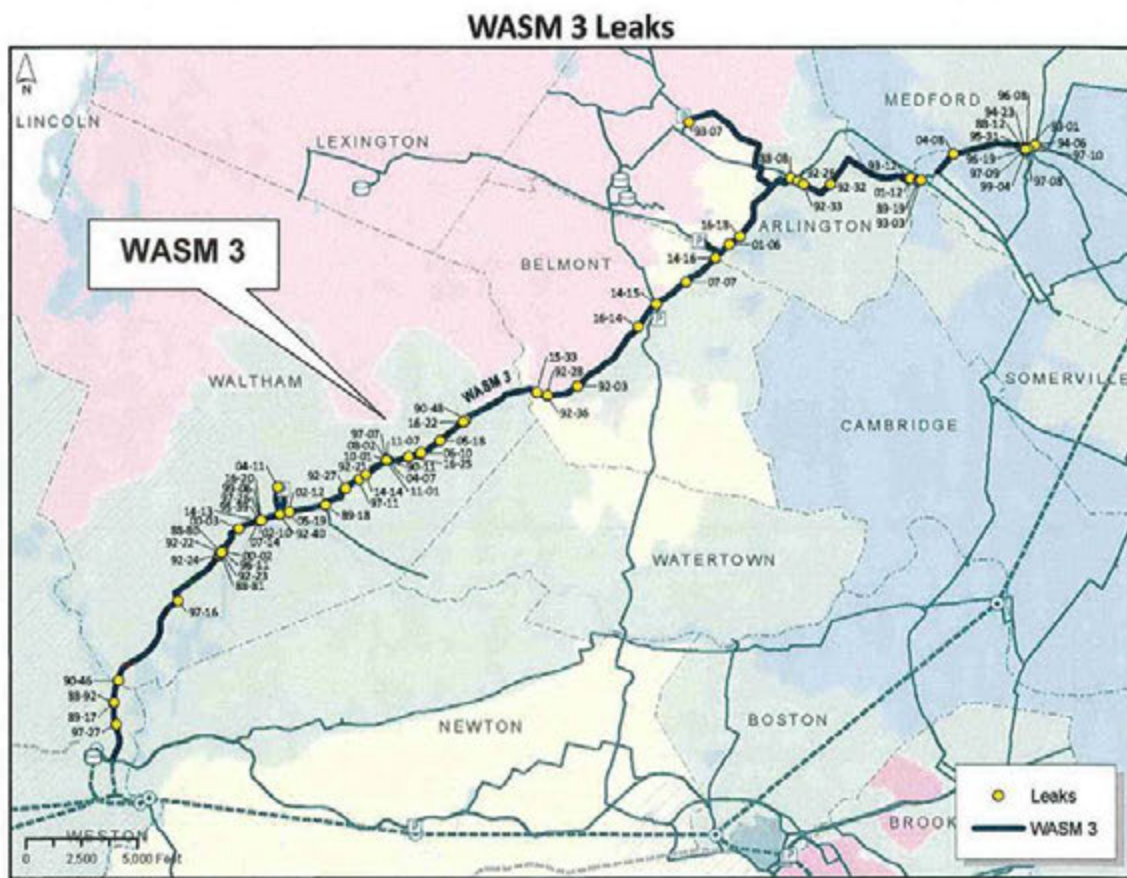
For information only.

DISCUSSION:

The Weston Aqueduct Supply Main 3 (WASM 3) is a ten mile long 56-inch and 60-inch diameter steel pipeline that supplies the communities of Waltham, Watertown, Belmont, Arlington, Lexington, Bedford and Winchester (see Attachment 1). The pipe, which was built in the 1920s, requires frequent leak repairs and rehabilitation is critical. WASM 3 carries high service water from the 7-foot diameter branch of the Hultman Aqueduct to community connections and MWRA pumping stations serving the Intermediate High, the Northern High and the Northern Extra High pressure zones. It extends from the Hultman Branch in Weston to the Shaft 9 connection pipe in Medford and supplies approximately 250,000 customers over all. There is currently no back-up for this pipeline and it has been identified as a key element for providing long-term redundancy to a large portion of the metropolitan area. WASM 3 is one of the most critical single points of failure in the water distribution system after the metropolitan tunnel system.

3: Design, Construction Administration and Resident Engineering Services, to Stantec, Inc. (formerly Fay Spofford and Thorndike, LLC). The scope of this contract includes engineering services for rehabilitation/replacement of the WASM 3 pipeline. The project as originally envisioned included the replacement of 7.3 miles of existing pipe through Weston, Waltham and Belmont with a new 72-inch diameter pipeline and rehabilitation of the remaining 2.7 miles of existing pipe through Arlington, Somerville and Medford. The design and construction services span a total duration of 13 years.

The pipe has had seventy two leaks since 1987. Figure 1 below shows the locations of repaired leaks along the pipeline. In recent years, two to three leaks have been repaired per year. There are certain locations with high ground water areas where corrosion leaks have occurred repeatedly.



A large portion (7.3 miles) of WASM 3 was originally proposed to be replaced with a larger diameter 72-inch pipe in order to provide greater capacity to the north and provide redundancy for the City Tunnel system. Staff's initial recommendation was that a new larger sized WASM3 and the pressuration of the Subury Aqueduct to the south would be sufficient to provide necessary redundancy to the existing City Tunnel, City Tunnel Extension and Dorchester Tunnel.



WASM 3 Leak



Leak Repair



Plugged Leak Prior to Cap Weld



Cap Welded Over Plug

The Preliminary Design for replacement of WASM3 with a larger diameter surface pipeline was initiated on July 2013 and continued for about twelve months when it became apparent that surface construction of the large diameter pipeline through downtown congested areas and heavily traveled streets would be extremely difficult to execute and may be infeasible to build.

At that point, staff began the process of evaluating various tunnel alternatives and combination of tunnels and surface pipelines for WASM 3 to provide redundancy for the water transmission system within the metropolitan area.

Regardless of the long term redundancy alternative chosen (tunnels, surface pipeline or combination) a functional and reliable WASM 3 is necessary to provide a supply of water to twenty-six MWRA water meters or pump stations serving seven communities. It is a necessary component of all redundancy alternatives and all alternatives include the rehabilitation of WASM 3, but some alternatives require the replacement of WASM 3 with a new 72-inch diameter pipeline or potentially, a deep rock tunnel, depending on the level of redundancy to be provided. If a tunnel were to be provided for redundancy to the north, the WASM 3 pipeline could be rehabilitated over its entire length, thereby minimizing community impacts associated with replacing it with a 72-inch diameter pipeline.

Given the uncertainty of whether the redundancy program will require the replacement of WASM 3 with a larger pipe, the WASM 3 design work was put on hold pending a final decision on the selected redundancy alternative for the metropolitan area. To date, approximately three percent of the engineering budget has been expended.

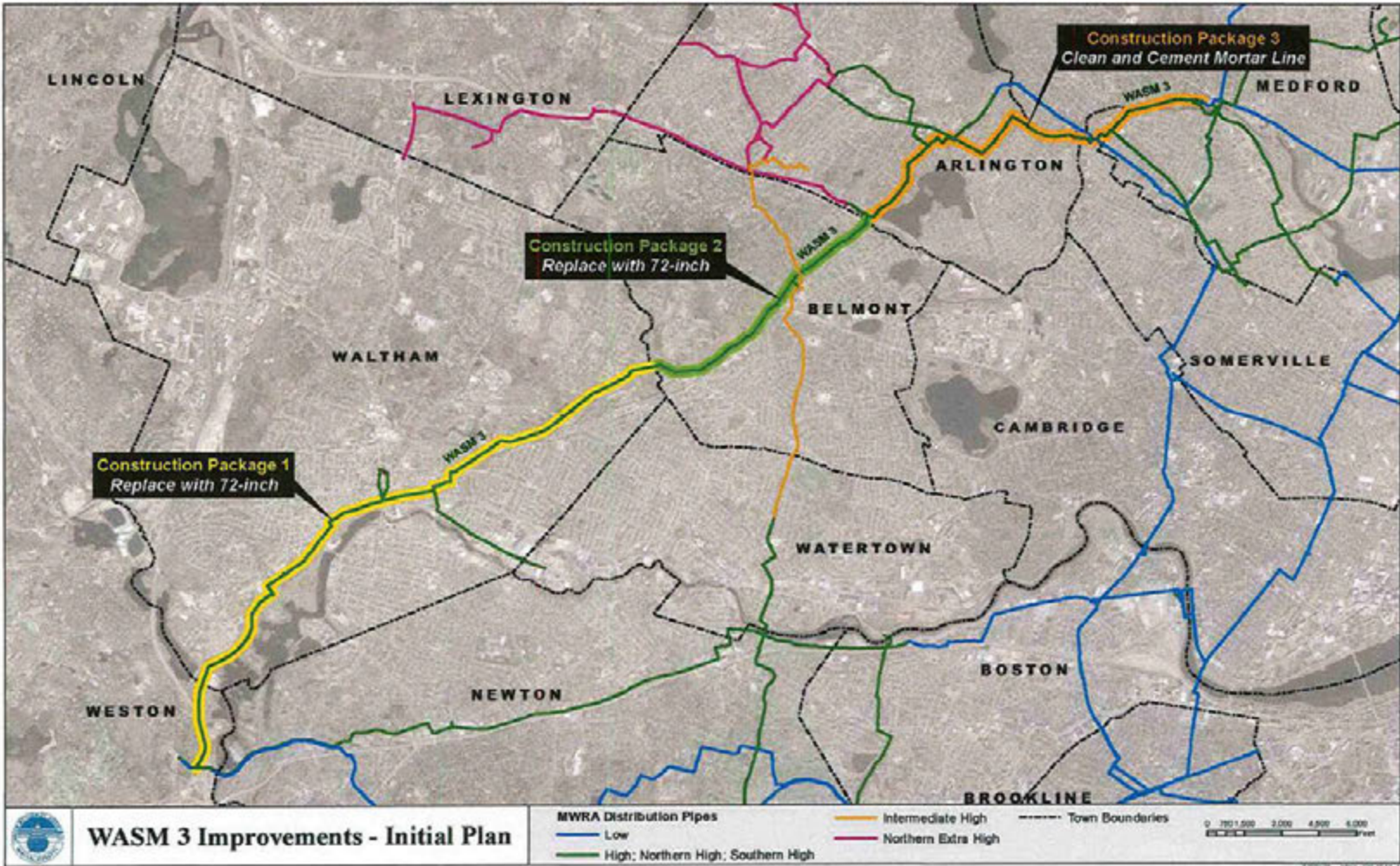
While the evaluation of alternatives for providing water transmission system redundancy within the metropolitan area proceeds, staff propose to move forward with the field work necessary to evaluate and document the current condition of the WASM 3. Based on the results of field work, a program will be designed to excavate the existing pipe at various critical locations to determine the exact nature of the existing leaks, quantify the amount of corrosion at those locations, and to measure the remaining local pipe wall thickness. The information gathered from these field studies will be analyzed and used to inform the decision whether to replace the corroded sections of WASM 3 and to rehabilitate the sections that are determined to be structurally sound.

BUDGET/FISCAL IMPACT:

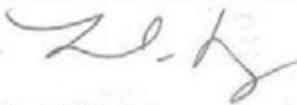
The FY17 CIP includes a budget of \$130 million for the WASM 3 rehabilitation project.

ATTACHMENT:

Attachment 1. WASM 3 Improvements – Initial Plan



STAFF SUMMARY


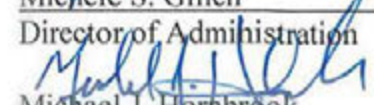
TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 13, 2016
SUBJECT: Rehabilitation of Sections 23, 24 and 47 Water Mains
Design, Engineering Services During Construction and Resident
Engineering/Inspection Services
Green International Affiliates, Inc.
Contract 6385

COMMITTEE: Water Policy & Oversight

A. Navanandan, P.E., Chief Engineer
Ester N. Lwebuga, P.E., Program Manager
Preparer/Title

INFORMATION

VOTE


Michele S. Gillen
Director of Administration

Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To approve the recommendation of the Consultant Selection Committee to select Green International Affiliates, Inc. to provide Design, Engineering Services during Construction and Resident Engineering/Inspection Services for the Rehabilitation of Sections 23, 24 and 47, and to authorize the Executive Director, on behalf of the Authority, to execute said contract in an amount not-to-exceed \$3,506,868, for a contract term of 72-months from the Notice To Proceed.

BACKGROUND:

The Section 23, 24 and 47 water mains are 98- to 119 year-old cast iron pipes serving Boston and Watertown and providing redundancy for parts of Newton. Approximately, 300 linear feet of Section 23 was cleaned and lined in 2004 as part of the Chestnut Hill Pump Station Supply Mains contract and was found to be in good structural condition for cleaning and lining. This contract includes engineering services primarily for cleaning and lining with partial replacement of the remainder of Section 23 (approximately 8,700 linear feet of 36-inch diameter main), approximately 11,800 linear feet of 20-inch diameter Section 24 and 10,150 linear feet of 20-inch diameter Section 47.

DISCUSSION

This professional services contract will provide design, engineering services during construction and resident engineering/inspection services for Sections 23, 24 and 47 (see attached Location Plan). Of the total contract duration, 24-months is for design services including pipeline condition assessment consisting of test pits for pipe wall thickness measurements, soil corrosivity evaluations and closed circuit television inspections of Section 24 pipeline crossings at Mass Pike, railroad tracks and Charles River. The duration for providing engineering services during construction is 36 months. This construction duration includes sequencing of the water

main shutdowns to maintain uninterrupted water service to Meter 120 to Boston and Meters 40 and 81 to Watertown; and 12-months is for the construction warranty period.

This work will improve hydraulic and operating deficiencies in the distribution system and improve redundancy to Boston, Newton and Watertown. The following is a description of each of the three pipelines included in this project:

- Section 23: a 119-year-old cast iron pipe located along Beacon Street in Boston and Newton, and Hammond Street, College Road, Commonwealth Avenue and Ward Street in Newton;
- Section 24: a 119-year-old cast iron pipe that connects to the westerly end of Section 23 at Ward Street and continues on Waverly Avenue, Washington Street and St. James Street in Newton, crosses under the Mass Pike and railroad tracks near St. James Street, continues on St. James Street and crosses under the Charles River at Nonantum Road, continues on Irving Street and ends at Meter 40 in Watertown. Section 24 connects to WASM 2 at Kenrick Street and Waverly Avenue and WASM 4 at St. James Street and Nonantum Road in Newton;
- Section 47: a 98-year-old cast iron main that connects to Section 23 at Commonwealth Avenue near College Road in Newton and continues along Commonwealth Avenue, Lake Street, Fairbanks Street and Brooks Street in Boston, and North Beacon Street in Watertown. It supplies Meter 120 to Boston at Lake Street and Commonwealth Avenue. It connects to Shaft 7 surface piping at Commonwealth Avenue west of Lake Street in Newton and WASM 4 at Brooks Street and Nonantum Road in Brighton, follows North Beacon Street and ends at Meter 81 in Watertown.

The scope includes one construction contract that will be advertised and publicly bid in the spring of 2018. Preliminary investigations under a previous study indicated that the structural condition of the pipelines is sufficient for cleaning and cement mortar lining. However, the scope of this contract includes the design for replacement of one third of the pipelines pending the results of a more detailed condition assessment.



Tuberculated Cast Iron Pipe



Cement Mortar Lined Pipe

Procurement Process

On April 27, 2016, MWRA issued a one-step Request for Qualifications Statements/Proposals (RFQ/P). In addition notice of its advertising was sent directly to thirteen firms. Twenty-one firms requested the RFQ/P documents. The RFQ/P utilized the following criteria and points: Cost – 35 points; Qualifications and Key Personnel – 20 points; Experience/Past Performance on Similar Non-Authority Projects – 15 points; Technical Approach/Capacity/Organization and Management Approach – 10 points; Past Performance on Authority Projects – 15 points; and Minority and Women Business Enterprise Participation – 5 points.

On May 25, 2016, MWRA received two proposals; one from Green International Affiliates, Inc. (Green) and one from Stantec Consulting Services, Inc. (Stantec). Staff contacted the other firms that had received the RFQ/P to find out why they did not submit proposals. Business reasons offered for not submitting a proposal included: competitors having a potential advantage in the depth of relevant experience; inability to be competitive with firms who have water main projects experience in an urban area; and not having team qualifications with the right fit for this specific project.

The Scope of Services included in the RFQ/P contained six tasks; four of which were required to be priced by the Consultant on a Guaranteed Maximum Price (GMP) basis. The four GMP tasks are: Task 1- Project Administration; Task 2 - Preliminary Design; Task 3- Final Design; and Task 4 - Engineering Services during Construction. The two remaining tasks, Task 5 - Resident Engineering and Inspection services and Task 6 - Technical Assistance services were priced based on a pre-determined level of effort and an allowance amount, respectively.

The proposal costs are presented below:

<u>CONSULTANT FIRM</u>	<u>PROPOSED CONTRACT COST</u>	<u>LEVEL OF EFFORT</u>	<u>COST PER HOUR</u>
Green International Affiliates, Inc.	\$3,506,868.00*	25,176 hours	\$139.32
Stantec	\$4,587,877.15	37,804 hours	\$121.36

*Corrections made due to mathematical error.

On June 16, 2016, the five voting members on the Selection Committee scored and ranked the proposals as follows:

<u>CONSULTANT FIRM</u>	<u>TOTAL POINTS</u>	<u>ORDER OF PREFERENCE TOTAL SCORE</u>	<u>FINAL RANKING</u>
Green International Affiliates, Inc.	413.5	5	1
Stantec	372	10	2

*Order of Preference represents the sum of the individual Selection Committee members' rankings where the firm receiving the highest number of points is assigned a "1," the firm receiving the next highest number of points is assigned a "2," and so on.

Green International Affiliates, Inc. ("Green") was ranked first by all 5 members of the Selection Committee. The Selection Committee was in agreement that Green's proposal presented an appropriate level of effort, distribution of work and cost. Green's qualifications and key personnel were viewed as experienced and knowledgeable. Green's proposed project team has excellent qualifications, experience, technical approach and capacity. Its project team includes CDM Smith as its Geotechnical and Hazardous materials subconsultant. Green and CDM Smith have worked together on several Authority projects. CDM Smith proposed key personnel were viewed as excellent by the Selection Committee. Green's team also includes Corrosion Probe as its Corrosion subconsultant and the proposed key personnel received good reviews from the Selection Committee as being very qualified. Green's team has good MWRA experience with cleaning and lining projects. Green received very good reviews on reference checks conducted for its work on both MWRA and non-MWRA projects. Green's Technical Approach showed good understanding of the project issues.

Stantec was ranked second. Stantec's level of effort for Task 1 – Project Administration was very high at 3,028 hours compared to Green's level of effort of 1,192 hours. Stantec's cost proposal did not provide a breakdown of Task 2 – Preliminary Design and Task 4 – Engineering Services during Construction for subtasks 4.2 through 4.7 and 4.9 which include submittal review, respond to change/clarification, record documentation, technical support for proposed change orders and change orders, and start-up services. The high level of effort coupled with high salary rates for all of its proposed key personnel and multiple subconsultants contributed to the high administration fees and explain Stantec's significantly high proposed overall cost and level of effort. The Selection Committee felt that Stantec presented a generic technical approach. Its overall references for past MWRA projects were generally very good.

Based on final rankings, the Selection Committee recommends the award of this contract to Green International Affiliates, Inc. in an amount not-to-exceed \$3,506,868. In accordance with MWRA's Procurement procedures, staff entered into discussions with Green International Affiliates to confirm costs, level of effort, and project management. Based on those discussions, staff believe that Green International Affiliates can complete the project for the proposed cost.

BUDGET/FISCAL IMPACT:

The FY17 CIP includes a budget of \$3,000,000 for Contract 6385. The Contract award is \$3,506,868 or \$506,868 over budget. The award amount is higher than the budget due to an increase in the total length of Section 23 to be rehabilitated and the inclusion of a portion of length of pipe to be replaced versus complete rehabilitation assumed in the original budget estimate. This amount will be covered within the 5 year CIP spending cap.

MBE/WBE PARTICIPATION:

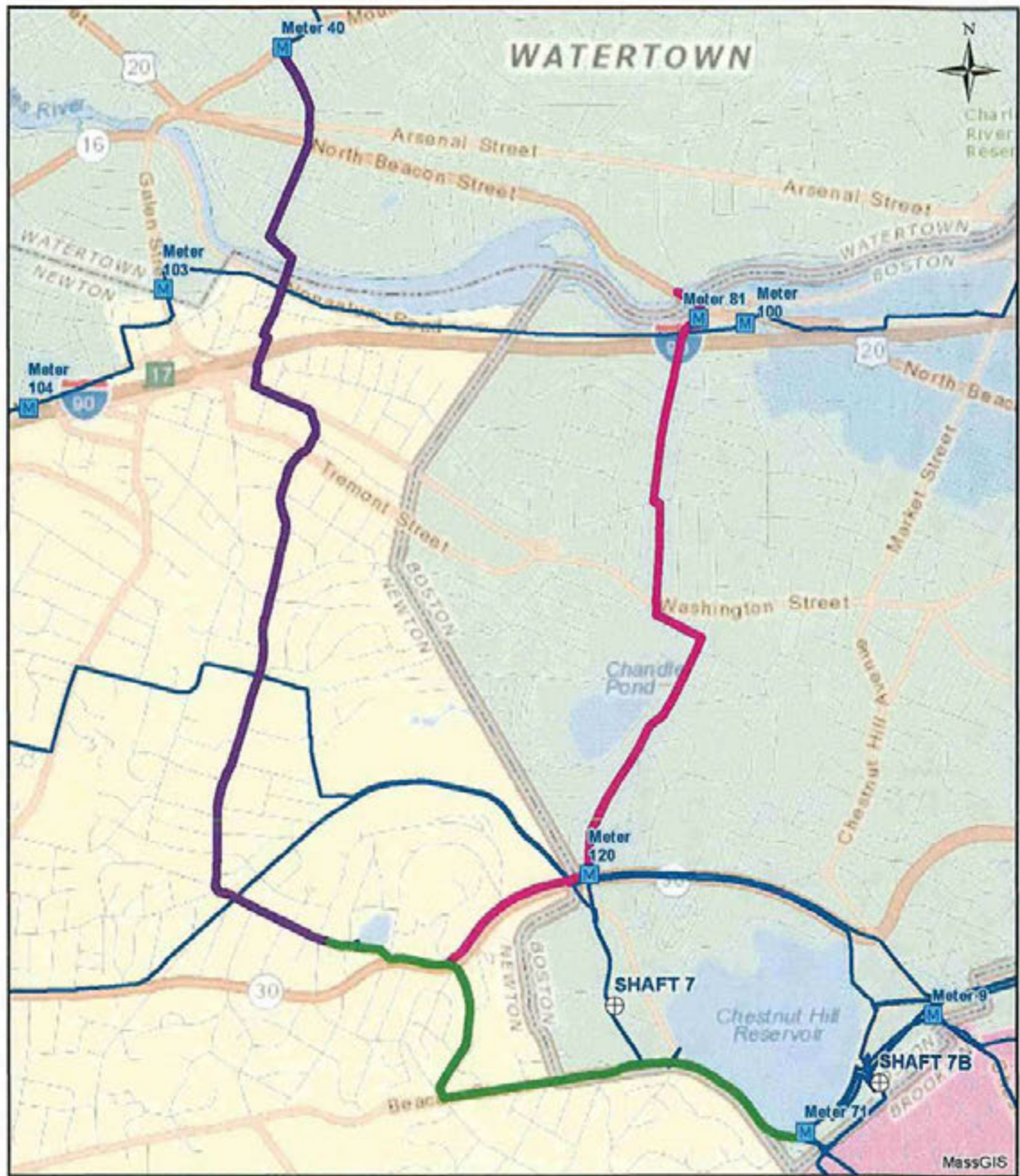
The minimum MBE or WBE participation requirements for this project were established at 7.18% and 5.77%, respectively. Green International Affiliates, Inc. is a certified Minority Business Enterprise and has committed to 46.02% MBE and 6.26% WBE participation.

ATTACHEMENT:

Figure 1 - Location Map Rehabilitation of Sections 23, 24 and 47 Water Mains, Contract 6385.

Figure 1 - Location Map

REHABILITATION OF SECTIONS 23, 24 AND 47, CONTRACT 6385
BOSTON, NEWTON AND WATERTOWN



LEGEND

- Section 23
- Section 24
- Section 47

0 0.25 0.5 1 Miles

Date: 4/19/2016

PERSONNEL & COMPENSATION COMMITTEE MEETING

Chair: J. Wolowicz
Vice-Chair: K. Cotter
Committee Members:
J. Carroll
P. Flanagan
J. Foti
A. Pappastergion
H. Vitale
J. Walsh

to be held on

Wednesday, July 13, 2016

AGENDA

A. Approvals

1. PCR Amendments – July 2016
2. Appointment of Purchasing Manager, Administration Division
3. Appointment of Deputy Contracts Manager, Administration Division
4. Appointment of Senior Manager, Coordination and Control, Operations Division

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the Personnel and Compensation Committee

June 29, 2016

A meeting of the Personnel and Compensation Committee was held on June 29, 2016 at the Authority headquarters in Charlestown. Chair Wolowicz presided. Present from the Board were Messrs. Blackmon, Carroll, Cotter, Foti, Vitale and Walsh. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Mike Hornbrook, Karen Gay-Valente, and Bonnie Hale. The meeting was called to order at 11:45 a.m.

Approvals

*Appointment of Program Manager, Chemistry, ENQUAL

The Committee recommended approval of the appointment of Ms. Mandu Inyang (ref. agenda item A.1).

*Appointment of Operations Supervisor, Clinton Advanced Wastewater Treatment Plant

The Committee recommended approval of the appointment of Mr. George Poske (ref. agenda item A.2).

*Appointment of Operations Liaison, Deer Island Treatment Plant

The Committee recommended approval of the appointment of Ms. Cynthia Parks (ref. agenda item A.3).

*Appointment of Area Manager, Deer Island Treatment Plant

The Committee recommended approval of the appointment of Mr. Mark Lavino (ref. agenda item A.4).

*FY17 Non-Union Compensation

The Committee recommended approval of the FY17 Non-Union Compensation Program (ref. agenda item A.5).

The meeting adjourned at 11:55 a.m.

* Approved as recommended at June 29, 2016 Board of Directors meeting.

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 13, 2016
SUBJECT: July PCR Amendments




COMMITTEE: Personnel and Compensation

Karen Gay-Valente, Director of Human Resources
Joan C. Carroll, Manager Compensation
Preparer/Title

 INFORMATION

 X VOTE


Michele S. Gillen
Director, Administration

RECOMMENDATION:

To approve the amendments to the Position Control Register (PCR) included in the attached chart.

DISCUSSION:

The Position Control Register lists all positions of the Authority, filled and vacant. It is updated as changes occur and it is published at the end of each month. Any changes to positions during the year are proposed as amendments to the PCR. All amendments to the PCR must be approved by the Personnel Committee of the Board of Directors. All amendments resulting in an upgrade of a position by more than one grade level, and/or an amendment which creates a position increasing annual cost by \$10,000 or more, must be approved by the Board of Directors after review by the Personnel Committee.

July PCR Amendments

There are three PCR amendments related to staffing needs, two in the Administration Division and one in the Operations Division.

The first amendment is proposed to address a resource need in the Human Resources Department, Administration Division, to assist in the management of the significant increase in employment activity.

The second amendment is proposed to address staffing needs in the Procurement Department, Administration Division.

The third amendment is proposed to address staffing needs in the Grounds Maintenance –Metro Department, Operations Division.

The amendments are:

1. A change in title, grade and location to a vacant position in the MIS Department, Systems Analyst Programmer I Unit 6 Grade 9, to Assistant Manager, Employment in the Human Resources Department, Unit 6 Confidential Grade 11.

2. A change in title and location to a vacant position in the Public Affairs Department, Community Relations Manager Unit 6 Grade 13, to Deputy Contracts Manager in the Procurement Department Unit 6 Grade 13.
3. A change in title and grade to a vacant position in the Grounds Maintenance - Metro Department, Heavy Equipment Operator Unit 3 Grade 15 to Heavy Equipment Operator I Unit 3 Grade 17.

These amendments require Board approval after review by the Personnel and Compensation Committee.

BUDGET/FISCAL IMPACT:

The annualized budget impact of these PCR amendments will result in a savings of \$25,703 to a cost of \$66,209 depending on the individuals selected for the vacant positions upon the completion of the hiring processes. Staff will ensure that any cost increase associated with these PCR amendments will not result in spending over the approved FY17 Wages and Salaries budget.

ATTACHMENTS:

New/Old Job Descriptions

**MASSACHUSETTS WATER RESOURCES AUTHORITY
POSITION CONTROL REGISTER AMENDMENTS
FISCAL YEAR 2016**

PCR AMENDMENTS REQUIRING PERSONNEL & COMPENSATION COMMITTEE APPROVAL - July 13, 2016

Number	Current PCR #	V/F	Type	Current Title	UN	GR	Amended Title	UN	GR	Current/Budget Salary	Estimated New Salary	Estimated Annual \$ Impact	Reason For Amendment
PERSONNEL & COMP COMMITTEE TOTAL =					0		SUBTOTAL:					\$0 - \$0	

PCR AMENDMENTS REQUIRING BOARD APPROVAL - July 2016

Number	Current PCR #	V/F	Type	Current Title	UN	GR	Amended Title	UN	GR	Current/Budget Salary	Estimated New Salary	Estimated Annual \$ Impact	Reason For Amendment
B1	Administration MIS 8610038	V	T,G,I	Systems Analyst/Programmer I	6	9	Assistant Manager, Employment	C6	11	\$57,730	\$65,023 - \$96,623	\$7,293 - \$38,893	To address staffing needs in the Human Resources Department, Administration Division.
B2	Public Affairs 8250007	V	T,L	Community Relations Manager	6	13	Deputy Contracts Manager	6	13	\$103,508	\$83,274 - \$123,742	-\$20,234 - \$20,234	To address staffing needs in the Procurement Department, Administration Division.
B3	Operations Grounds Maint - Metro 5411021	V	T,G	Heavy Equipment Operator	3	15	Heavy Equipment Operator I	3	17	\$65,082	\$52,320 - \$72,164	-\$12,762 - \$7,082	To address staffing needs in the Grounds Maintenance - Metro Department, Operations Division.
BOARD TOTAL =					3		SUBTOTAL:					-\$25,703 - \$66,209	
GRAND TOTAL =					3		TOTAL ESTIMATED COSTS:					-\$25,703 - \$66,209	

OLD

**MWRA
POSITION DESCRIPTION**

POSITION: Systems Analyst/Programmer I
PCR#:
DIVISION: Administration
DEPARTMENT: Management Information System (MIS)

BASIC PURPOSE:

The Systems Analyst/Programmer I is responsible for analyzing, designing, developing, testing, implementing and maintaining, software applications. This position is responsible for the support, and interaction with the user community to improve daily processing and user development in the understanding of the applications software. The Systems Analyst/Programmer I will prepare, maintain, and publish system documentation to support Information Services staff and user community.

SUPERVISION RECEIVED:

Works under the general supervision of the group supervisor.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identifies, analyzes, designs, maintains, supports, and upgrades software applications (in-house and third party software) to ensure processes and functionality of the applications comply with the organization's processes and regulations.
- Maintains system application guidelines, schedules, and data structures as needed by application processing such as GIS, MIS Help Desk, Computerized Maintenance Management Systems, Enterprise Resource Planning and other tier two systems.
- Researches, plans, develops, tests, and implements external interfaces between existing and new system applications and platforms to produce seamless integration that complies with processing and business requirements.

- Analyzes, plans, tests, and implements system application upgrades and new releases as required by the software vendor and company requirements to maintain software compliance and company regulations.
- Supports the user community in the resolution of problems with the software applications functionality.
- Develops and maintains documentation of applications that describes the processing and maintains the support of the applications.
- Assists trains and educates the IT community in the research for new approaches to improve processing and the use of the software as well as assisting with update and development of applications reports.
- Maintains professional interaction with the applications staff and user community to ensure adequate system functionality, promote team participation and encourage user confidence in the applications staff quality service.
- Researches and corrects problems with the system applications during production processing in an efficient and timely manner ensuring system recovery and integrity.

SECONDARY DUTIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) A four (4) year college program in management science, engineering management, computer science or related fields; and
- (B) Zero (0) to three (3) years experience supporting enterprise wide applications as well as tier two applications.
- (C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of business and systems analysis techniques within the information technology discipline.
- (B) Knowledge of the following is desirable: MS .Net, J2EE, Crystal Reporting, ORACLE's PL/SQL, and SQL Server.

SPECIAL REQUIREMENTS:

None.

TOOLS AND EQUIPMENT USED:

Office equipment as normally associated with the use of telephone, personal computers including word processing and other software, copy and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to walk and stand.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in various field settings and in an office environment. The employee regularly works near moving mechanical parts, and is occasionally exposed to risk of vibration.

The noise level in the work environment is very loud in field settings, moderately loud at other work locations and moderately quiet at office settings.

April 2013

MWRA
POSITION DESCRIPTION

NEW

POSITION: Assistant Manager, Employment

PCR#:

DIVISION: Administration

DEPARTMENT: Human Resources

BASIC PURPOSE:

Assists in the management of employment processes and procedures, including overseeing hiring processes to fill critical vacancies. Identifies recruitment sources, participates in recruitment events, conducts pre-screening interviews, refers candidates for consideration. Conducts all pre-employment activities including reference checks. Conducts employee orientation.

SUPERVISION RECEIVED:

Works under the general supervision of the Employment Manager.

SUPERVISION EXERCISED:

Exercises close supervision of assigned administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with managing the Authority's Employment program and procedures for recruitment and hiring and ensures compliance with Affirmative Action goals.
- Provides support to Managers and Supervisors on all employment related activities, including hiring processes, recruitment strategies, applicant screening and referral, interview guidelines and recommendation process.
- Conducts applicant screening to determine qualifications for MWRA positions. Refers qualified applicants to hiring managers.
- Participates on interview panels and recommends qualified candidates for selection.
- Assists in implementation of upgraded employment automated systems including applicant tracking systems. Works closely with other Human Resources Managers to improve human resource programs and processes.
- Assists with development and implementation of new recruitment sources including

social media sites and specialized professional and trade sites.

- Establishes active relationship with employment sources such as schools and colleges and professional organizations.
- Assists with all required pre-employment background check procedures to include obtaining applicant consent/authorization forms and pre-employment physicals; ensuring the confidentiality of information and reports.
- Ensures accuracy of Authority job postings.
- Develops and maintains relationships with community, school and professional organizations and other referral sources.
- Responds to requests and inquiries relative to employment from internal candidates, managers and applicants.
- Assists in management of summer intern program.
- Schedules and conducts employee orientations.
- Serves as a member of management's negotiating team for collective bargaining negotiations.

SECONDARY DUTIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) A four (4) year college program in human resources, industrial relations, public administration or a related field; and
- (B) General understanding of human resources and hiring practices and state and federal laws and regulations governing employment as acquired through four (4) to six (6) years experience in employment and human resource administration preferably in the public sector; or
- (C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Excellent interpersonal oral and written communication skills are required.
- (B) Understanding and knowledge of federal and state employment laws, practices and policies.

SPECIAL REQUIREMENTS:

A valid Massachusetts Class D Motor Vehicle Operators License.

TOOLS AND EQUIPMENT USED:

Office machines as normally associated, with the use of telephone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment, or controls and reach with hands and arms. The employee frequently is required to stand and walk.

There are no requirements that weight be lifted or force be exerted in the performance of this job. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment.

The noise level in the work environment is usually a moderately quiet office setting.

July 2016



MWRA
POSITION DESCRIPTION

POSITION: Community Relations Manager

PCR#:

DIVISION: Public Affairs

DEPARTMENT: Public Affairs

BASIC PURPOSE:

Manages communication and relationships with MWRA communities to provide customer service, improve awareness of the impacts and benefits of MWRA projects and resolve community concerns.

SUPERVISION RECEIVED:

Works under the general supervision of the Deputy Director of Community Relations.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates with other planning, engineering and operational staff in the management of MWRA projects and programs impacting the communities.
- Serves as MWRA liaison to local elected and appointed officials and citizens of communities in the MWRA service district.
- Manages meetings and relations with relevant constituent groups including environmental and citizen advisory committees. Addresses community organizations as appropriate.
- Ensures consistent delivery of information to the public regarding MWRA maintenance activities and construction projects.

- Has responsibility for all verbal and/or written inquiries from the public regarding MWRA activities.
- Provides support for after-hours and weekend project problems and operational crises.
- Answers inquiries from public regarding operating and capital projects underway in the service area. Coordinated with MWRA and consultant project managers and engineers to resolve concerns regarding impact on communities. Provides support in the event of project problems and operational crises.
- Attends daytime and evening community meetings, responding as an official spokesperson of the MWRA.
- Recommends project changes and modifications in response to concerns from neighborhood groups and community leaders through regular attendance at job meetings with project managers.
- Directs preparation of necessary documents with operating divisions to secure permits and abutter sign-offs from local authorities.
- Addresses community and professional organizations and maintains liaison relationship with other agencies.

SECONDARY DUTIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Analytical, writing and communication skills as normally attained through a four (4) year college program in public administration, political science, communications or related field; and
- (B) Understanding of community relations, project management and public organizations and how to deal with controversial issues as acquired by six (6) to eight (8) years of experience; or
- (C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to attend evening meetings on a frequent basis.
- (B) Excellent interpersonal, written and oral communications skills.
- (C) Ability to work independently and to assist with the coordination of emergency response activities.

SPECIAL REQUIREMENTS:

A valid Massachusetts Class D Motor Vehicle Operators License.

TOOLS AND EQUIPMENT USED:

Office machines as normally associated, with the use of telephone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment, or controls and reach with hands and arms. The employee frequently is required to stand and walk.

There are no requirements that weight be lifted or force be exerted in the performance of this job. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment.

The noise level in the work environment is usually a moderately quiet office setting.

October 2006

MWRA
POSITION DESCRIPTION

NEW

POSITION: Deputy Contracts Manager

PCR#:

DIVISION: Administration

DEPARTMENT: Procurement

BASIC PURPOSE:

Manages all aspects of construction and professional and non-professional service contracts from initial submission of contract documents through contract closeout.

SUPERVISION RECEIVED:

Works under the general supervision of the Director, Procurement.

SUPERVISION EXERCISED:

Exercises close supervision of assigned Assistant Contracts Manager(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direction of the Director, Procurement, develops and implements Authority-wide policies and procedures for all elements of the contract function, including creation, review and/or evaluation of RFQs, RFPs, proposals, bids and contracts as well as the negotiation of contracts and terms and the review of contract amendments, change orders, contract close-out and final payment.
- Reviews bids, contract processes and documents for format and substance as well as compliance with Authority standards and applicable law, especially MGL Chapters 149 and 30; directs assigned Assistant Contracts Manager(s) in performance of these same functions.
- Oversees and administers advertising programs and systems to open bids and award and execute contracts in compliance with Authority standards and Commonwealth law; works with administrative staff on these issues.
- Assists the Director, Procurement in the defense of contract claims and the dispute resolution process; participates in and directs Assistant Contract Manager(s) in similar activities as appropriate.

- Advises Law Division and Senior Authority staff on contract matters as required; represents Authority before Commonwealth Attorney General's Office; directs Assistant Contracts Manager(s) in performance of these functions.
- Directs Assistant Contracts Manager(s) in the review and evaluation of consultant proposals, emphasizing compensation analysis and cost control.
- Participates with administrative staff in the establishment and maintenance of a contract database that tracks progress through the advertising, bidding and award stages as well as through the life of the contract.
- Reviews, drafts and helps negotiate contract terms and conditions; oversees the preparation and updating of standard forms and other contract provisions; supervises Assistant Contracts Manager(s) and directs and assists Authority staff in performance of these functions.
- Reviews contract amendments and change orders; participates in contract close-out and final payment stages; directs Assistant Contracts Managers in performance of these same functions.
- Participates in Consultant/Contractor Selection Committees as required.
- Participates with technical personnel in presentations to the Board.

SECONDARY DUTIES:

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) A four (4) year college program in business administration or a related field; and
- (B) A masters degree in a related field or a degree in law is strongly preferred; or
- (C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Understanding of contract administration as acquired through six (6) to eight (8) years contract management experience, of which at least two (2) years should be in a supervisory capacity.
- (B) Knowledge of and experience with MGL Chapters 149 and 30 and with design and other professional and nonprofessional service contracts required; governmental contract experience preferred.

(C) Excellent written and oral communication skills are required.

SPECIAL REQUIREMENTS:

A valid Massachusetts Class D Operators License.

TOOLS AND EQUIPMENT USED:

Office machines as normally associated, with the use of telephone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment, or controls and reach with hands and arms. The employee frequently is required to stand and walk.

There are no requirements that weight be lifted or force be exerted in the performance of this job. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment.

The noise level in the work environment is usually a moderately quiet office setting.

April 2016

MWRA
POSITION DESCRIPTION

OLD

POSITION: Heavy Equipment Operator

PCR#:

DIVISION: Operations

DEPARTMENT: Field Operations

BASIC PURPOSE:

Operates heavy equipment and vehicles.

SUPERVISION RECEIVED:

Works under the general supervision of the departmental Manager or Supervisor.

SUPERVISION EXERCISED:

Exercises close supervision of skilled laborers and laborers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates a variety of heavy equipment such as, but not limited to, backhoe, front-end loader, pumps, generators, and pneumatic tools.
- Assists mechanics in the maintenance and repair of heavy vehicles and equipment as needed.
- Performs light maintenance independently or as part of a team. Light maintenance shall include but not limited to:
 - Inspects and troubleshoots various systems and equipment
 - Installs and retrofits/new equipment related to plant systems.
 - Modifies and/or aligns existing equipment to specifications.

- With proper training sets up ladders, staging and rigging and utilizes hoists, jacks, dollies, lifts, etc. for proper access to job and to remove and install equipment.
- Operates portable pumping and/or ventilation equipment to prepare a work area for access.
- Opens hatches.
- Installs safety rails.
- Conducts routine testing, lockout/tagout, operation (startup/shutdown) and adjustment of process equipment.
- Removes snow from immediate work area.

SECONDARY DUTIES:

- Promotes and participates in the cross-functional work practices.
- Trains peers and subordinates as requested.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Basic reading, writing, mathematical, scientific and oral communication skills normally attained through a high school education or the equivalent: and
- (B) Considerable knowledge of the methods and techniques used in the maintenance and safe operation of a wide variety of heavy and/or specialized maintenance and construction equipment and vehicles as acquired through two (2) years experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to follow oral and written instructions.

- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to operate heavy equipment for extended periods in a variety of climatic conditions.

SPECIAL REQUIREMENTS:

Valid Massachusetts Class A Commercial Driver's License.

Department of Public Safety Hoisting Engineer's License, 1B and 2A and the ability to obtain a 4A within six months.

Complete productivity improvement competency-based training program related to **ESSENTIAL DUTIES AND RESPONSIBILITIES** as outlined above and successfully demonstrates required competencies.

TOOLS AND EQUIPMENT USED:

Motor vehicle, specialized maintenance and construction equipment, hand tools, hoist, mobile radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate object, tools or controls and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch or crawl. The employee is frequently required to stand, walk, talk, hear, sit, climb or balance.

The employee must regularly lift and/or move up to 60 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works near moving mechanical parts, is frequently exposed to wet and/or humid conditions and is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals and risk of electric shock, and vibration.

The noise level in the work environment is usually very loud in field settings, and loud at other work locations.

March 2012

MWRA
POSITION DESCRIPTION

NEW

POSITION: Heavy Equipment Operator I

PCR#:

DIVISION: Operations

DEPARTMENT: Field Operations

BASIC PURPOSE:

Operates heavy equipment and vehicles.

SUPERVISION RECEIVED:

Works under the general supervision of the departmental Manager or Supervisor.

SUPERVISION EXERCISED:

Exercises close supervision of skilled laborers and laborers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates a variety of heavy equipment such as, but not limited to, backhoe, front-end loader, cranes, tractor cab and trailers, excavators, pumps, generators, and pneumatic tools.
- Operates equipment for excavations for valve replacement, pipeline installation, leak repair, and other miscellaneous excavations.
- Installs trench boxes, mechanical shoring systems, and other support systems for the safety of excavations.
- Assists mechanics in the maintenance and repair of heavy vehicles and equipment as needed.

SECONDARY DUTIES:

- Promotes and participates in the cross-functional work practices.
- Trains peers and subordinates as requested.

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Basic reading, writing, mathematical, scientific and oral communication skills normally attained through a high school education or the equivalent: and
- (B) Considerable knowledge of the methods and techniques used in the maintenance and safe operation of a wide variety of heavy and/or specialized maintenance and construction equipment and vehicles as acquired through five (5) years experience; or
- (C) Experience in urban utility excavation, construction, and installation.
- (D) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to follow oral and written instructions.
- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to operate heavy equipment for extended periods in a variety of climatic conditions.

SPECIAL REQUIREMENTS:

Valid Massachusetts Class A Commercial Driver's License.

Department of Public Safety Hoisting Engineer's License, 1A, 2A, 3A and 4A.

Must demonstrate proficiency for operating heavy equipment including but not limited to:

- 50 ton Linkbelt crane
- Volvo tracked excavator
- Tractor cab and lowboy trailer
- 10 wheel dumps with tagalong trailer
- Various types of backhoes (JCB, Caterpillar, John Deere)
- Front End Loader
- Truck Mounted crane

Complete productivity improvement competency-based training program related to **ESSENTIAL DUTIES AND RESPONSIBILITIES** as outlined above and successfully

demonstrates required competencies.

TOOLS AND EQUIPMENT USED:

Motor vehicle, specialized maintenance and construction equipment, hand tools, hoist, mobile radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate object, tools or controls and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch or crawl. The employee is frequently required to stand, walk, talk, hear, sit, climb or balance.

The employee must regularly lift and/or move up to 60 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.


While performing the duties of this job, the employee regularly works near moving mechanical parts, is frequently exposed to wet and/or humid conditions and is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals and risk of electric shock, and vibration.

The noise level in the work environment is usually very loud in field settings and loud at other work locations.

March 2012

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 13, 2016
SUBJECT: Appointment of Purchasing Manager, Administration Division



COMMITTEE: Personnel and Compensation

VOTE
 INFORMATION

Karen Gay-Valente, Director HR
Carolyn Francisco Murphy, Director Procurement
Preparer/Title



Michele S. Gillen
Director of Administration

RECOMMENDATION:

That the Board approve the appointment of Theodore N. Otis to the position of Purchasing Manager, Administration Division (Non-Union, Grade 14) at an annual salary of \$102,500 commencing on a date to be determined by the Executive Director.

DISCUSSION:

The position of Purchasing Manager became vacant on July 5, 2016 with the retirement of the previous incumbent. Organizationally, this position reports to the Director of Procurement.

The Purchasing Manager oversees the purchasing functions for materials, supplies, equipment and non-professional services. The duties of the Purchasing Manager include supervising the preparation of bid documents, staff summaries and bid recommendations; monitoring and ensuring compliance with Authority policies and procedures and applicable laws; developing programs to maximize the purchasing power of the Authority; directing staff training; preparing various purchasing reports and facilitating monthly close-outs; and overseeing and monitoring the Purchasing Office budget. The Purchasing Manager exercises close supervision of five Buyers, including a Senior Buyer.

Selection Process

This position was posted internally. Two candidates applied, and were found qualified and referred for an interview. The Director of Procurement and the Workforce Development Coordinator interviewed the two candidates. Theodore Otis was deemed most qualified to fill this position based on his experience, abilities, knowledge and education.

Mr. Otis has been employed in the Purchasing Unit for 23 years. Mr. Otis began his career with the Authority as a procurement contract employee and worked his way up from Assistant Buyer, to Buyer, to his current position as Senior Buyer. In his role as Senior Buyer, Mr. Otis is

responsible for the more complex Authority procurements including 20 annual chemical contracts, 50 service contracts and laboratory supplies and equipment. Mr. Otis oversees the Authority's Purchasing Card Program, leads the drafting of staff summaries and assists in staff training, monthly close-out reporting and bid recommendations. Mr. Otis routinely advises Authority staff regarding product pricing, market conditions and the drafting of specifications. Serving in various Buyer roles, Mr. Otis has procured a wide variety of materials, equipment and supplies, and has a strong understanding of the Authority's policies and procedures. As the only Senior Buyer, Mr. Otis has provided leadership and guidance to the Buyers.

Mr. Otis earned a BS in Business/Marketing from Fitchburg State College, and is a Massachusetts Certified Public Purchasing Official.

BUDGET/FISCAL IMPACT:

There are sufficient funds in the FY17 CEB for this position.

ATTACHMENTS:

Theodore Otis Resume
Position Description
Procurement Department Organization Chart

Theodore N. Otis

PROFESSIONAL EXPERIENCE

Massachusetts Water Resources Authority 1993-Present
Procurement, Senior Buyer/Purchasing Card Administrator 2010-Present

Serves as the lead purchasing agent for the Authority. Procures materials, equipment, supplies, and non-professional services utilizing the Authority's automated purchasing system assuring all procurements are made in accordance with the Authority's Purchasing Policies and Procedures.

- Performs complicated procurements and special projects requiring advanced knowledge of purchasing principles, terminology and procedures.
- Advises divisions regarding availability of new or non-standard products, pricing, market conditions and assisting divisions in the drafting of bid specifications.
- Trains, assists and supervises Buyers in purchasing related activities.
- Assists the Purchasing Manager with the end of the month closing as required.
- Initiates and recommends to the Purchasing Manager operational changes within the Purchasing Department.
- Serves as the purchasing lead during critical need purchases ensuring compliance with proper policies and procedures.

Procurement, Buyer/Purchasing Card Administrator 1997-2010

Procures materials, equipment, supplies and non-professional services utilizing the Authority's automated purchasing system, assuring all procurements are made in accordance with the Authority's Purchasing Policies and Procedures.

- Manage the Procurement of Authority's annual chemical and non-professional service contracts.
- Carries out necessary expediting activities to insure delivery as required by schedules.
- Develops and prepares bid lists. Reviews bid specifications and assures bid documents are in accordance to assure conformance with the Authority's Purchasing Policies and all State and Federal regulations and laws.
- Evaluate bid submittals, and vendor qualifications prior to recommendation to award.
- Drafts Staff Summaries for final approval by the Director of Procurement, Executive Director, and Board of Directors.
- Maintain current Purchasing Card program. Processing monthly reports, training cardholders on proper use, and overseeing all aspects of the Purchasing Card Program.

Procurement, Assistant Buyer 1995-1997

Purchase materials, equipment and supplies. Collect and evaluate bidder quotations, recommending vendors to provide goods and services.

Procurement, Contract Employee 1993-1995

Assist Procurement Department distribute bidding material related to purchasing, construction, and professional services. Maintain list of inventory items and vendor information file.

EDUCATION

Fitchburg State College, Bachelor of Science Degree in Business / Marketing May 1991

PROFESSIONAL ACHIEVEMENT

Massachusetts Certified Public Purchasing Official (MCPPO) 1999

References available on request

**MWRA
POSITION DESCRIPTION**

POSITION: Manager, Purchasing

DIVISION: Administration

DEPARTMENT: Procurement

BASIC PURPOSE:

Oversees the purchasing functions for materials, supplies and non-professional services in accordance with the Authority's purchasing policies and procedures.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Procurement.

SUPERVISION EXERCISED:

Exercises close supervision of the Buyers and Senior Buyer, and selected administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs the development and implementation of policies and procedures for centralized purchasing functions.
- Monitors adherence to the Authority's Purchasing Policies and Procedures for all procurement of materials, equipment, supplies and non-professional services.
- Develops programs to maximize purchasing power by identifying commodities that can be purchased in bulk, annual quantities and Authority-wide quantities.
- Seeks out alternative ways to procure materials, equipment, supplies and non-professional services such as Federal and State blanket contracts and Multi-State Cooperative Contracts.
- Works with all Authority departments to ensure purchases are made within acceptable timeframes.
- Reviews requisitions, directs the bidding process, sole source and critical need processes, and

ensures compliance with applicable procedures, laws and policies.

- Reviews and monitors the sole source data base and e-procurement portal.
- Oversees the preparation of bid recommendations and staff summaries. Prepares reports as needed.
- Approves purchase orders within the limits of the Authority's Delegated Authority Policy.
- Prepares and monitors the Purchasing Unit Budget.
- Works with the Affirmative Action Unit to insure compliance with Authority policies. Directs training sessions for Authority personnel for adherence to Authority Purchasing Policies and Procedures and for utilization of the e-Purchasing system.
- Oversees procurement of Authority's annual chemical requirements.
- Oversees the procurement of the Authority's capital equipment and Purchasing Card Program.

SECONDARY DUTIES:

- Participates in preparing for collective bargaining and hears Step-One Grievances.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) A four (4) year college program in business administration or related field; and
- (B) Knowledge of purchasing procedures and systems; knowledge and experience with state bidding procedures and laws as acquired through seven (7) to nine (9) years related experience; at least three (3) years supervisory experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Experience with computerized inventory and purchasing management systems.

- (B) Excellent written and oral communication skills.

SPECIAL REQUIREMENTS:

- (A) Certified Public Purchasing Official required. If not certified, successful completion of certification will be required within 6 months of hire.
- (B) Experience with electronic bidding systems preferred.
- (C) A valid Massachusetts Motor Vehicle Operators License.

TOOLS AND EQUIPMENT USED:

Office machines as normally associated, with the use of telephone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment, or controls and reach with hands and arms. The employee frequently is required to stand and walk.

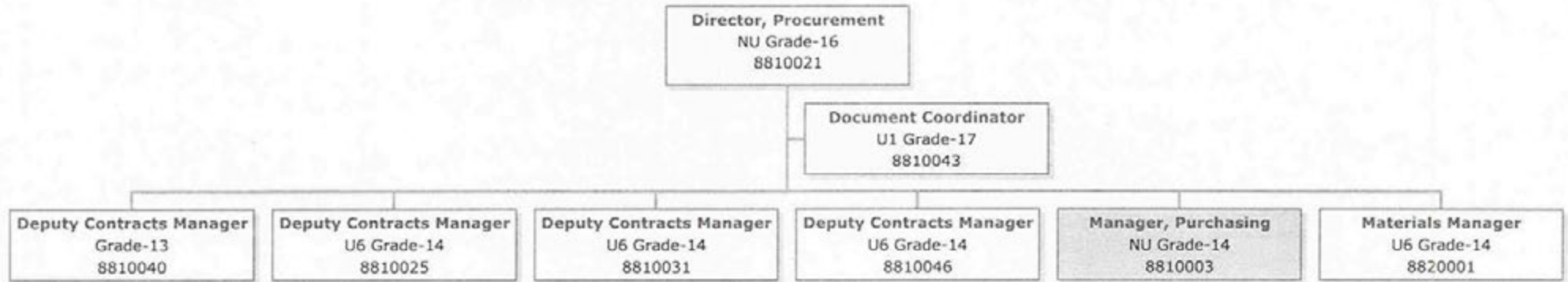
There are no requirements that weight be lifted or force be exerted in the performance of this job. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:


The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment.

The noise level in the work environment is usually a moderately quiet office setting.

Procurement Department Position Hierarchy




STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 13, 2016
SUBJECT: Appointment of Deputy Contracts Manager, Administration Division

COMMITTEE: Personnel and Compensation

X VOTE
_____ INFORMATION

Karen Gay-Valente, Director HR
Carolyn Francisco Murphy, Director Procurement
Preparer/Title


Michele S. Gillen
Director of Administration

RECOMMENDATION:

That the Board approve the appointment of Mr. Douglas Rice to the position of Deputy Contracts Manager, Administration Division (Unit 6, Grade 13) at an annual salary of \$116,606.39 commencing on a date to be determined by the Executive Director.

DISCUSSION:

The position of Deputy Contracts Manager became vacant in April 2016 upon the retirement of the previous incumbent. Organizationally, this position reports to the Director of Procurement.

The Deputy Contracts Manager works closely with all staff to facilitate the procurement of construction and professional and non-professional service contracts. The Deputy Contracts Manager implements Authority-wide policies and procedures, and applicable laws, for all elements of contracting, including the creation, review and/or evaluation of contract documents, RFQs, RFPs, proposals and bids, and the review and analysis of amendments, change orders and contract close-out documents. The Deputy Contracts Manager assists the Director of Procurement in the defense of contract claims and the dispute resolution process, advises the Law Division and Authority senior staff on contract matters as required, and represents the Authority before the Commonwealth's Attorney General's Office. The Deputy Contracts Manager reviews, drafts and/or negotiates contract terms and conditions, oversees the preparation and updating of standard forms and other contract provisions and participates in the close-out and final payment stages of contracts. The Deputy Contracts Manager directs Assistant Contract Managers in the performance of similar duties and functions.

Selection Process

This position was posted internally and externally. Three internal and twenty-four external candidates applied. Two internal and seven external, qualified candidates were referred for an interview. The Director of Administration, Director of Procurement, Special Assistant for

Affirmative Action and Deputy Chief Engineer interviewed eight candidates. (One of the candidates cancelled prior to the interview.)

The interview team determined that Douglas Rice was very qualified to fill this position based on his experience, abilities, knowledge and education.

Mr. Rice is the General Counsel of the Massachusetts Department of Conservation and Recreation (DCR) where he provides advice and counsel to the DCR's Commissioner and department heads on a variety of legal, legislative and transactional matters. Mr. Rice supervises a department of 11 attorneys and 7 administrative and support staff. Among other duties, Mr. Rice oversees the development, review and approval of construction and service contracts, including bid documents and requests for proposals; supervises the disposition of claims and dispute resolution; interfaces with the Massachusetts Attorney General's Office on contract related disputes, including bid protests and litigation; and handles a caseload which includes litigation, real estate and construction contracting matters.

Prior to his position at the DCR, Mr. Rice served as Compliance Manager and General Counsel for the Massachusetts Recovery & Reinvestment Office. In that role, Mr. Rice created and managed the statewide compliance and monitoring program to oversee approximately \$7 billion in American Recovery & Reinvestment Act (ARRA) funds received by the Commonwealth, and worked closely with the Inspector General's, Attorney General's, Comptroller's and Governor's Office to ensure compliance with state and federal ARRA requirements. Prior to the Massachusetts Recovery & Reinvestment Office, Mr. Rice served for four years as an Assistant Attorney General in the Government and Criminal Bureaus of the Attorney General's Office where he investigated and litigated civil and criminal matters, and for two years as an Assistant District Attorney in Middlesex County where he prosecuted jury and bench trials.

Mr. Rice holds a BA in International Affairs from The George Washington University and a JD from Suffolk University Law School.

BUDGET/FISCAL IMPACT:

There are sufficient funds in the FY17 CEB for this position.

ATTACHMENTS:

Douglas Rice Resume
Position Description
Procurement Department Organization Chart

**MWRA
POSITION DESCRIPTION**

POSITION: Deputy Contracts Manager

DIVISION: Administration

DEPARTMENT: Procurement

BASIC PURPOSE:

Manages all aspects of construction and professional and non-professional service contracts from initial submission of contract documents through contract closeout.

SUPERVISION RECEIVED:

Works under the general supervision of the Director, Procurement.

SUPERVISION EXERCISED:

Exercises close supervision of assigned Assistant Contracts Manager(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direction of the Director, Procurement, develops and implements Authority-wide policies and procedures for all elements of the contract function, including creation, review and/or evaluation of RFQs, RFPs, proposals, bids and contracts as well as the negotiation of contracts and terms and the review of contract amendments, change orders, contract close-out and final payment.
- Reviews bids, contract processes and documents for format and substance as well as compliance with Authority standards and applicable law, especially MGL Chapters 149 and 30; directs assigned Assistant Contracts Manager(s) in performance of these same functions.
- Oversees and administers advertising programs and systems to open bids and award and execute contracts in compliance with Authority standards and Commonwealth law; works with administrative staff on these issues.
- Assists the Director, Procurement in the defense of contract claims and the dispute resolution process; participates in and directs Assistant Contract Manager(s) in similar activities as appropriate.
- Advises Law Division and Senior Authority staff on contract matters as required; represents Authority before Commonwealth Attorney General's Office; directs Assistant Contracts Manager(s) in performance of these functions.

- Directs Assistant Contracts Manager(s) in the review and evaluation of consultant proposals, emphasizing compensation analysis and cost control.
 - Participates with administrative staff in the establishment and maintenance of a contract database that tracks progress through the advertising, bidding and award stages as well as through the life of the contract.
 - Reviews, drafts and helps negotiate contract terms and conditions; oversees the preparation and updating of standard forms and other contract provisions; supervises Assistant Contracts Manager(s) and directs and assists Authority staff in performance of these functions.
 - Reviews contract amendments and change orders; participates in contract close-out and final payment stages; directs Assistant Contracts Managers in performance of these same functions.
 - Participates in Consultant/Contractor Selection Committees as required.
 - Participates with technical personnel in presentations to the Board.

SECONDARY DUTIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) A four (4) year college program in business administration or a related field; and
- (B) A masters degree in a related field or a degree in law is strongly preferred; or
- (C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Understanding of contract administration as acquired through six (6) to eight (8) years contract management experience, of which at least two (2) years should be in a supervisory capacity.
- (B) Knowledge of and experience with MGL Chapters 149 and 30 and with design and other professional and nonprofessional service contracts required; governmental contract experience preferred.
- (C) Excellent written and oral communication skills are required.

SPECIAL REQUIREMENTS:

A valid Massachusetts Class D Operators License.

TOOLS AND EQUIPMENT USED:

Office machines as normally associated, with the use of telephone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment, or controls and reach with hands and arms. The employee frequently is required to stand and walk.

There are no requirements that weight be lifted or force be exerted in the performance of this job. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment.

The noise level in the work environment is usually a moderately quiet office setting.

DOUGLAS RICE

EXPERIENCE

MA Department of Conservation and Recreation

General Counsel

July 2011 – Present

Boston, MA

- Supervise a department of 11 attorneys and 7 administrative and support staff.
- Provide strategic advice and counsel to the Commissioner and department heads on a variety of legal, legislative and transactional matters.
- Review and approve construction contracts and statewide service contracts. Interact with the Attorney General's Office on contract related disputes including bid protests and litigation.
- Oversee the development of RFQ's and RFI's. Ensure that the review and selection of winning proposals is done in accordance with all applicable policies and procedures.
- Handle a caseload that includes litigation, real estate, employment, construction contracting and environmental permitting matters.

Massachusetts Recovery & Reinvestment Office

Compliance Manager / General Counsel

July 2009 – July 2011

Boston, MA

- Created and managed the statewide compliance and monitoring program to oversee the approximately \$7 billion in American Recovery & Reinvestment Act (ARRA) funds received by the Commonwealth.
- Established a state wide fraud, waste and abuse prevention training program. Developed and maintained a web-based fraud, waste and abuse reporting mechanism.
- Worked closely with the Inspector General, Attorney General, Comptroller and Governor's Offices to ensure compliance with a host of state and federal ARRA requirements.
- Provided guidance to municipalities on various state and federal funding requirements.

Office of the Attorney General

Assistant Attorney General

May 2005 – July 2009

Boston, MA

Government Bureau, Trial Division (July 2008 – July 2009)

- Litigated a variety of civil actions brought against state agencies including personal injury claims, subrogation matters involving motor vehicle accidents and appeals of agency administrative decisions.
- Responded to interrogatories, drafted opposition motions, argued motions to dismiss, negotiated settlements and managed discovery.

Criminal Bureau (May 2005 – July 2008)

- Investigated, indicted, and convicted defendants on charges of public corruption, embezzlement, healthcare fraud, larceny, computer crimes and narcotics charges.
- Successfully argued trial and pre-trial motions in district and superior court. Prosecuted a three day jury trial in superior court involving violations of the Clean Air Act.
- Investigated the July 2006 ceiling collapse in the I-90 Connector Tunnel. Led the management and review of over 400,000 pages of documents. Supervised up to 20 attorneys and investigators. Secured a manslaughter indictment against a corporation after leading an extensive grand jury investigation.
- Pursued a federal grand jury investigation into false claims stemming from the ceiling collapse in the I-90 Connector Tunnel. Appointed a Special Assistant United States Attorney.

Office of the Middlesex District Attorney

Assistant District Attorney

August 2003 – May 2005

Cambridge, MA

- Successfully prosecuted fifteen district court jury trials. Tried numerous bench trials, drafted and argued motions and conducted bail hearings.

EDUCATION

Suffolk University Law School, J.D., May 2003

- Dean's List 2001-2002

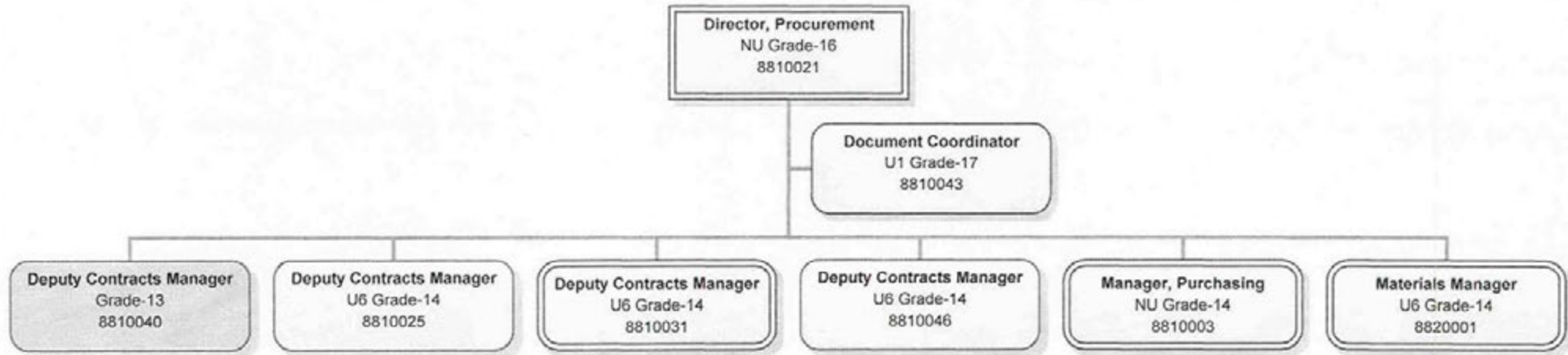
The George Washington University Elliott School of International Affairs, B.A, May 2000

- Concentration in International Politics, focusing on foreign relations, economics and international organizations
-

INTERESTS

- Long distance trail running
- Obstacle course races
- Spending time with my wife, daughter and border collie

Procurement Department Position Hierarchy



STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 13, 2016
SUBJECT: Appointment of Senior Manager, Coordination and Control, Operations Division

COMMITTEE: Personnel & Compensation

Karen Gay-Valente, Director, Human Resources
Carolyn Fiore, Deputy Chief Operating Officer
Preparer/Title

 INFORMATION

 X VOTE


Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To approve the appointment of Ms. Laurie Allen to the position of Senior Manager, Coordination and Control, Operations Division, (Unit 6, Grade 13), at an annual salary of \$95,658, commencing on a date to be determined by the Executive Director.

DISCUSSION:

The position of Senior Manager, Coordination and Control, was created by the Board of Directors at the June 8, 2016, Board Meeting to address a need for a position to directly support the Chief Operating Officer with planning and implementing administrative coordination activities and reporting. The Senior Manager, Coordination and Control, will develop and implement automated administrative systems and procedures related to master planning, operational and business strategies, organizational structure and contract management. The position will assist with coordination of Authority-wide initiatives and perform reviews of Operations Division reporting functions for compliance with approved policies and procedures. In addition, the position will plan, direct and manage special projects as requested by the Chief Operating Officer.

Selection Process:

The position was posted internally and three candidates applied. Two qualified candidates were referred for an interview. One of the two candidates referred declined an interview and withdrew her application for the position. The Chief Operating Officer, the Deputy Chief Operating Officer, Programs, Policy & Planning, and the Special Assistant for Affirmative Action interviewed the remaining candidate, Ms. Laurie Allen, and concluded that she is well-qualified to fill this position based on her education, experience, and knowledge of the requirements of the position.

Ms. Allen currently holds the position of Manager, Contracts Administration (Unit 6, Grade 12) in the Operations Division. Ms. Allen has more than 25 years of professional experience, including the last four at the MWRA. In her current position, Ms. Allen provides direct support to the Deputy Chief Operating Officer, Operations, Engineering and Construction (Deputy COO). She has been principally responsible for oversight of the preparation and processing of proposed change orders and related Staff Summaries, oversight of professional staff, and the development and implementation of special projects. Ms. Allen has worked very closely with the Deputy COO and demonstrated high level critical thinking skills, superior oral and written communication skills, and a comprehensive understanding of MWRA's administrative management and procurement functions. Prior to her position at MWRA, Ms. Allen served in a variety of increasingly responsible positions in various state and local agencies in the Commonwealth of Massachusetts, including, but not limited to, the Assistant Director of State Audits, and Chief Procurement Officer for the City of Quincy.

Ms. Allen holds a Bachelor of Science Degree with Honors, from Georgetown University, Washington, D.C., and a Master of Arts Degree from the University of Massachusetts, Boston.

BUDGET/FISCAL IMPACT:

There are sufficient funds for this position in the FY17 Current Expense Budget.

ATTACHMENTS:

Resume of Laurie Allen
Position Description
Organization Chart

LAURIE M. ALLEN

EXPERIENCE:

November 2012 to Present

Massachusetts Water Resources Authority, Chelsea, Massachusetts
Manager, Contract Administration, Engineering & Construction Department
Manage special projects, review and edit proposed change orders and related documents, compile reports, conduct audits; compose correspondence for Deputy Chief Operating Officer and represent Deputy Chief Operating Officer on various matters.

June 2010 to November 2012

Operational Services Division, Commonwealth of Massachusetts
Boston, Massachusetts
Strategic Sourcing Services Lead
Responsible for the procurement and contract management of statewide telecommunications equipment and services contracts.

January 2008 to June 2010

Office of the State Auditor, Boston, Massachusetts
Assistant to the Director of State Audits
Compiled reports, edited audit reports and provided support to Director.

May 2003 to December 2007

City of Quincy, Massachusetts
Chief Procurement Officer
Conducted the procurement and managed contracts for all municipal departments, including goods and services, public works and building construction, in compliance with applicable state laws and city ordinances.

January 2002 to May 2003

Office of the Mayor, Quincy, Massachusetts
Executive Secretary
Chief policy advisor to Mayor. Served as primary liaison with members of City Council, and Executive Department heads, represented Mayor at City Council meetings, wrote speeches and press releases, assisted in policy development, and established office systems.

March 2001 to November 2001

Massachusetts Port Authority, Boston, Massachusetts
Regional Transportation Planner
Responsible for promoting the Authority's regionalization transportation policy. Supported the initiation and ongoing management of the \$1.5M New England Regional Aviation System Plan Update, including administration of grant and study contracts. Served as liaison with the Federal Aviation Administration, consultants and project management teams.

January 2000 to March 2001

Massachusetts Port Authority, Boston, Massachusetts
Destination Marketing Manager, International Marketing Department
Responsibilities included the development and implementation of market strategies within assigned budget to increase international tourism to New England, management of contracted overseas representatives and organization of international trade shows and sales missions.

November 1997 to December 1999

McDermott, Will & Emery, Boston and New York
Executive Assistant
Provided administrative support to Litigation and Corporate Partner resident in Boston and New York offices of international law firm.

October 1991 to November 1997

Office of the Governor, Boston, Massachusetts
Special Assistant
Governor's executive assistant. Responsible for preparation of Governor's daily briefing book. Acted as confidential personal assistant and primary channel of communication.

EDUCATION:

University of Massachusetts, Boston
M.A. in English As a Second Language
Georgetown University, Washington, D.C.
B.S. with Honors, Linguistics

CERTIFICATIONS:

Massachusetts Certified Public Purchasing Officer

LANGUAGES:

Fluent French

**MWRA
POSITION DESCRIPTION**

POSITION: Senior Manager, Coordination and Control

PCR#:

DIVISION: Operations

DEPARTMENT: Operations Administration

BASIC PURPOSE:

Develops and implements automated administrative systems and procedures related to master planning, operational and business strategies, organizational structure and contract management in support of the Chief Operating Officer. Manages Operations Division reporting requirements, contract management requirements and public presentations and materials.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief Operating Officer

SUPERVISION EXERCISED:

Exercises close supervision of assigned administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and implements automated database systems for all Operations Division internal tracking requirements related to planning, contract management, operations and business strategies.
- Maintains and revises policies, procedures and electronic tracking for the administration and management of contracts.
- Oversees the Division's procurement of consultants, contractors and materials in conjunction with the Procurement Department.
- Coordinates all monthly Board of Directors agenda items, materials and presentations.

- Manages and facilitates the preparation of administrative, organizational and optimization analyses for the Division.
- Plans, directs and manages major administrative special projects directed by the Chief Operating Officer.
- Preparation and coordination of materials for public and regulatory meetings.
- Assists in responding to public requests for assistance and information.
- Oversees and monitors Operation's Division reporting requirements.
- Reviews contract provisions, consults with appropriate MWRA staff and ensures compliance in legal, financial and affirmative action areas.
- Facilitates implementation of Operation's Division training initiatives.
- Assists in implementation of improvements in the Capital Delivery Program.
- Coordinates and approves the Division's Yellow and Orange Notebooks.
- Represents the Chief Operating Officer on various matters as assigned.
- Coordinates with Law Division on all public information requests.

SECONDARY DUTIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- A) A four- (4) year college program in public/business administration or a related field.; and
- B) Knowledge of administrative management, procurement policies and procedures, financial analysis and personnel administration as acquired through seven (7) to nine (9) years of related experience; or
- C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- A) Demonstrated effectiveness at facilitating major projects that involve coordinating with people across all levels of an organization.
- B) Understanding of conceptual issues related to development of computer systems.
- C) Excellent analytical, facilitation, oral and written communication skills.

SPECIAL REQUIREMENTS:

None.

TOOLS AND EQUIPMENT USED:

Office machines as normally associated, with the use of telephone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employees is regularly required to use hands to finger, handle, feel or operate objects, including office equipment, or controls and reach with hands and arms. The employee frequently is required to stand and walk.

There are no requirements that weight be lifted or force be exerted in the performance of this job. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment.

The noise level in the work environment is usually a moderately quiet office setting.

May 2016

Operations Division
June 2016

