



MASSACHUSETTS WATER RESOURCES AUTHORITY

Charlestown Navy Yard
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Frederick A. Laskey
Executive Director

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BOARD OF DIRECTORS' MEETING

to be held on

Wednesday, July 16, 2014

Location: ***Carroll Water Treatment Plant***
84 D'Angelo Drive
Marlborough, MA 01752

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 2014
 - B. **Approvals**
 1. Adoption of DEP's DMBE and DWBE Contracting Goals
 2. Consent to Assignment and Assumption of Contract S484, Power Purchase and Site License Agreement Solar Photovoltaic System – Deer Island Treatment Plant, from Broadway Electrical Co., Inc. to Nexamp Deer Island I, LLC
 - C. **Contract Amendments/Change Orders**
 1. Security Equipment Maintenance and Repair Services: Viscom Systems, Inc., Contract EXE-031, Change Order 5

NOTE DIFFERENT MEETING LOCATION; DIRECTIONS FOLLOW

V. WASTEWATER POLICY & OVERSIGHT COMMITTEE

A. Information

1. PCB Removal/Abatement at Cottage Farm CSO Facility

B. Contract Awards

1. Gate, Siphon and Floatables Control at MWR003 CSO Outfall – Cambridge: P. Gioioso & Sons, Inc., Contract 7409.
2. Environmental Compliance Assistance, Deer Island Treatment Plant and Pelletizing Facility: EnviroBusiness, Inc. d/b/a EBI Consulting, Contract S530
3. Cryogenic Chillers Replacement – Deer Island Treatment Plant: William M. Collins Co., Inc., Contract 7398

C. Contract Amendments/Change Orders

1. Centrifuge Services – Deer Island Treatment Plant: Alfa Laval, Inc., Contract S509, Change Order 1

VI. WATER POLICY & OVERSIGHT COMMITTEE

A. Contract Awards

1. Quabbin Power, Communication and Security Improvements: EDA2, Inc., Contract 7461

VII. PERSONNEL & COMPENSATION COMMITTEE

A. Approvals

1. PCR Amendment – July 2014
2. Appointment of Environmental Manager (materials to follow)
3. FY2015 Non-Union Compensation

VIII. CORRESPONDENCE TO THE BOARD

IX. OTHER BUSINESS

X. EXECUTIVE SESSION

A. Litigation

1. NSTAR Cable Dispute

B. Collective Bargaining

1. Ratification of Collective Bargaining Agreements

XI. ADJOURNMENT

**DIRECTIONS TO CARROLL WATER TREATMENT PLANT
84 D'ANGELO DRIVE, MARLBOROUGH, MA 01752**

- **MASS. TURNPIKE (I-90) TO EXIT 11A, RT. 495 NORTH**
- **RT. 495 NORTH TO EXIT 23C, SIMARANO DRIVE**
- **AT END OF EXIT, TURN LEFT ONTO SIMARANO DRIVE, WHICH TURNS INTO D'ANGELO DRIVE.**
- **FROM THE EXIT TO 84 D'ANGELO DRIVE IS APPROXIMATELY 1/4 MILE. CHECK IN AT GUARD SHACK**

Meeting of the Board of Directors**June 25, 2014**

A meeting of the Board of Directors of the Massachusetts Water Resources Authority was held on June 25, 2014 at the Authority headquarters in Charlestown. Chair Bartlett presided. Present from the Board were Ms. Wolowicz and Messrs. Barrera, Carroll, Cotter, Flanagan, Foti, Pappastergion, Swett, Vitale and Walsh. Among those present from the Authority staff were Frederick Laskey, Executive Director, Steven Remsberg, General Counsel, Michael Hornbrook, Chief Operating Officer, Rachel Madden, Director of Administration and Finance, David Duest, Director of Deer Island Treatment Plant, and Bonnie Hale, Assistant Secretary. The meeting was called to order at 1:00 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 4, 2014, as presented and filed with the records of the meeting.

REPORT OF THE CHAIR

Ms. Bartlett stated that she was proud and excited to be chairing her first MWRA Board of Directors' meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Laskey, Board members, and Advisory Board staff thanked outgoing Chairman Sullivan for his tenure on the Board, praising him as an honest, fair, courteous and patient leader, and wished him well in his new position as Chief of Staff to Governor Patrick.

Mr. Laskey reported on various matters, including BWSC and MWRA winning the best tasting water award at the annual American Waterworks Association conference, continuing progress being made with Pan Am Railways regarding the railroad crossing over the Wachusett reservoir, and a planned dedication ceremony for the completed ultraviolet disinfection facility at the Carroll Water Treatment Plant on a to-be-determined date in July.

BOARD ACTIONS

APPROVALS

Final FY15 Capital Improvement Program

Upon a motion duly made and seconded, it was

Voted to: (1) approve the FY15 Capital Improvement Program (CIP), with a \$145.1 million spending level, including contingency; and (2) approve the Responses to the Advisory Board's Comments and Recommendations on MWRA's Fiscal Year 2015 Proposed Capital Improvement Program (Attachment D).

Final FY15 Current Expense Budget

Upon a motion duly made and seconded, it was

Voted to adopt the FY15 Final Current Expense Budget with current revenue and expenses of \$674.5 million, as presented and filed with the records of the meeting as Attachments A and B, and the FY15 Final Operating Budget (Trustee's Budget), as presented and filed with the records of the meeting as Attachment D.

Final FY15 Water and Sewer Assessments

Upon a motion duly made and seconded, it was

Voted to adopt the following effective July 1, 2014: (1) Water system assessments of \$210,233,607 and sewer system assessments of \$440,082,175 for Fiscal Year 2015; (2) FY15 sewer assessments of \$500,000 for the Town of Clinton and \$230,801 for the Lancaster Sewer District; (3) FY15 charge to the City of

Worcester of \$132,717 which represents approximately 7.9% of the direct operating expenses for the Clinton Wastewater Treatment Plant; (4) FY15 water assessments of \$3,294,586 for the City of Chicopee, \$677,949 for South Hadley Fire District #1, and \$687,080 for the Town of Wilbraham; (5) wholesale water rate of \$3,239.66 per million gallons; and (6) retail sewer rate of \$6,556.46 per million gallons.

Approval of One New Member of the Wastewater Advisory Committee

Upon a motion duly made and seconded, it was

Voted to approve the addition of Mr. Daniel Winograd to the Wastewater Advisory Committee.

I/I Local Financial Assistance Program Guidelines Revisions

Upon a motion duly made and seconded, it was

Voted to approve the following revisions to the I/I Local Financial Assistance Program Guidelines: (1) reconfigure the program's grant/loan split to 75% grant and 25% interest-free loan from the current 45% grant and 55% loan and extend the loan repayment period to 10 years from the current 5 years for distribution of Phase 9 and 10 funds; (2) require communities to exhaust their remaining Phase 6, 7, and 8 funds prior to becoming eligible for distribution of Phase 9 and 10 funds. (For remaining community financial assistance allocations under Phases 6, 7, and 8, the grant/loan split and loan repayment period will remain unchanged.); (3) extend the current 30-day notification period to MWRA for community grant/loan funding applications that exceed \$2.0 million to a 90-day notification period prior to the target distribution date; (4) based on the combined impact of each quarter's current community assistance applications, authorize the Executive Director to waive the 90-day notification rule on a case-by-case basis; and (5) establish a "trigger" by which each community's Phase 10 funds are automatically approved for local authorization

when MWRA has distributed 50% of the community's Phase 9 funds. (All Phase 9 funds must be used prior to using Phase 10 funds.)

Stoughton First Amended Water Supply Continuation Agreement

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to execute the First Amended Water Supply Continuation Agreement between MWRA and the Town of Stoughton, substantially in the form presented and filed with the records of the meeting.

PCR Amendments – June 2014

Upon a motion duly made and seconded, it was

Voted to approve an amendment to the Position Control Register, as presented and filed with the records of the meeting.

Appointment of Program Manager, SCADA Engineering

Upon a motion duly made and seconded, it was

Voted to approve the Executive Director's recommendation to appoint Mr. Thai Nguyen, Project Manager, SCADA (Unit 9, Grade 25), to the position of Program Manager, SCADA Engineering (Unit 9, Grade 29), at an annual salary of \$99,318.82, effective June 28, 2014.

Appointment of Construction Coordinator

Upon a motion duly made and seconded, it was

Voted to approve the Executive Director's recommendation to appoint Mr. Jeremiah Sheehan, Principal Civil Engineer (Unit 9, Grade 25), to the position of Construction Coordinator (Unit 9, Grade 30) in the Engineering & Construction Department, at an annual salary of \$99,462.06, effective June 28, 2014.

Appointment of Construction Coordinator

Upon a motion duly made and seconded, it was

Voted to approve the Executive Director's recommendation to appoint Mr. Terrence Flynn, Project Manager (Unit 9, Grade 25) to the position of Construction Coordinator (Unit 9, Grade 30) in the Engineering & Construction Department, at an annual salary of \$99,462.06, effective June 28, 2014.

CONTRACT AWARDS

Bond Consulting Engineering Services: CDM Smith Inc., Contract F231

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 revenue bond consulting engineer services in connection with the issuance of revenue bonds and to authorize the Executive Director, on behalf of the Authority, to execute said contract with CDM Smith, Inc. in an amount not to exceed \$264,898 for a term of 36 months from the Notice to Proceed.

OTHER BUSINESS

Extension of Contract for Executive Director

Upon a motion duly made and seconded, it was

Voted to extend the term of the Executive Director's employment agreement and appointment as Executive Director by one year to June 30, 2017.

Extension of Contract for Chief Operating Officer

Upon a motion duly made and seconded, it was

Voted to extend the term of the employment agreement with Michael J. Hornbrook, Chief Operating Officer, by one year to May 31, 2017.

REPORT OF THE EXECUTIVE DIRECTOR (cont'd.)

Monthly Update on Co-Digestion

Staff gave a presentation on the comprehensive overview of co-digestion, and there was general discussion and question and answer. Mr. Laskey indicated that the numbers provided were the best available at the current time and that another briefing would be provided in September.

EXECUTIVE SESSION

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

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>
Barrera		
Carroll		
Cotter		
Flanagan		
Foti		
Pappastergion		
Swett		
Vitale		
Walsh		
Wolowicz		
Bartlett		

DRAFT

Voted to enter executive session to discuss strategy with respect to litigation and collective bargaining, 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 for the consideration of additional business.

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EXECUTIVE SESSION

* * * *

OTHER BUSINESS (cont'd.)

Cambridge CSO/Sewer Separation Project: Authorization, If Needed, to Enter Concord Lane, Cambridge Pursuant to MWRA Enabling Act §8(p)

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to employ, if deemed necessary as a last resort, MWRA's power of entry under section 8(p) of its Enabling Act to enter onto private property on and in the immediate vicinity of Concord Lane and Fresh Pond Mall in the City of Cambridge to permit the City and its consultants and contractors to perform such inspections, examinations and sampling of soil, groundwater and other geotechnical and environmental conditions on and under the property as are deemed necessary or convenient by the City to fulfill its obligations to complete a project of sewer separation along Concord Lane.

The meeting adjourned at 2:50 p.m.

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the
Administration, Finance and Audit Committee

June 25, 2014

A meeting of the Administration, Finance and Audit Committee was held on June 25, 2014 at the Authority headquarters in Charlestown. Member Carroll presided at the outset. Present from the Board were Ms. Wolowicz and Messrs. Cotter, Flanagan, Foti, Pappastergion, Vitale and Walsh; Mr. Barrera joined the meeting in progress. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Rachel Madden, Russ Murray, Steve Estes-Smargiassi, Leo Norton, Mike Hornbrook, Pam Heidell, Tom Durkin, Kathy Soni, Bob Donnelly, and Bonnie Hale. The meeting was called to order at 10:05 a.m.

INFORMATION

Delegated Authority Report – May 2014

There was question and answer on some of the items on the report.

Mr. Barrera joined the meeting and presided for the remainder.

There was general discussion and question and answer on the remaining two information items:

- FY14 Financial Update and Summary as of May 2014
- FY14 Water Assessment Adjustments.

APPROVALS

*Final FY15 Capital Improvement Program

Staff reviewed highlights of the CIP and there was general discussion and question and answer. The Committee recommended approval of the Final FY15 CIP (ref. agenda item B.1).

*Final FY15 Current Expense Budget

Staff summarized the CEB and there was general discussion. The Committee recommended approval of the Final FY15 CEB (ref. agenda item B.2).

* Approved as recommended at June 25, 2014 Board of Directors meeting.

*Final FY15 Water and Sewer Assessments

The Committee recommended approval of the Final FY15 Water and Sewer Assessments (ref. agenda item B.3).

CONTRACT AWARDS

*Bond Consulting Engineering Services: CDM Smith Inc., Contract F231

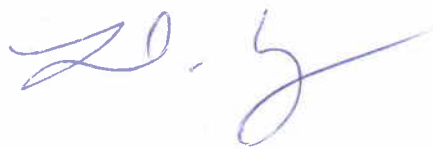
The Committee recommended approval of the contract award (ref. agenda item C.1).

The meeting adjourned at 10:55 a.m.

* Approved as recommended at June 25, 2014 Board of Directors meeting.

STAFF SUMMARY

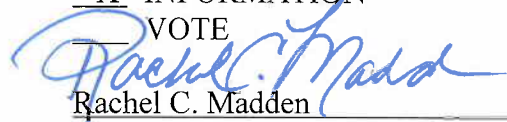
TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 16, 2014
SUBJECT: Delegated Authority Report – June 2014



COMMITTEE: Administration, Finance & Audit

X INFORMATION

VOTE



Rachel C. Madden

Director, Administration & Finance



Michele Gillen

Deputy Director, Administration & Finance

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

RECOMMENDATION:

For information only. Attached is a listing of actions taken by the Executive Director under delegated authority for the period June 1 through June 30, 2014 .

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.

CONSTRUCTION/PROFESSIONAL SERVICES DELEGATED AUTHORITY ITEMS JUNE 1 - 30, 2014

NO.	DATE OF AWARD	TITLE AND EXPLANATION	CONTRACT	AMEND/CO	COMPANY	FINANCIAL IMPAC
C-1.	06/03/14	INSTALLATION OF ENERGY-EFFICIENT VARIABLE FREQUENCY DRIVES FOR VENTILATION CONTROL AT NEW NEPONSET PUMP STATION AWARD OF ENERGY-EFFICIENT CONTRACT TO NSTAR PREQUALIFIED VENDOR FOR THE INSTALLATION OF VARIABLE FREQUENCY DRIVES ON THE SUPPLY AND EXHAUST FANS AT NEW NEPONSET PUMP STATION FOR A TERM OF 120 CALENDAR DAYS. REBATE TOTALING \$15,000 WILL BE RECEIVED FROM NSTAR UPON PROJECT COMPLETION, RESULTING IN A SIMPLE PAYBACK PERIOD OF 5 YEARS.	OP-251	AWARD	HORIZON SOLUTIONS, LLC	\$55,000.00
C-2.	06/03/14	INSTALLATION OF ENERGY-EFFICIENT VARIABLE FREQUENCY DRIVES FOR VENTILATION CONTROL AT FRAMINGHAM PUMP STATION AWARD OF ENERGY-EFFICIENT CONTRACT TO NSTAR PREQUALIFIED VENDOR FOR THE INSTALLATION OF VARIABLE FREQUENCY DRIVES ON THE SUPPLY AND EXHAUST FANS AT FRAMINGHAM PUMP STATION FOR A TERM OF 120 CALENDAR DAYS. REBATE TOTALING \$43,600 WILL BE RECEIVED FROM NSTAR UPON PROJECT COMPLETION, RESULTING IN A SIMPLE PAYBACK PERIOD OF 0.9 YEARS.	OP-252	AWARD	HORIZON SOLUTIONS, LLC	\$69,010.00
C-3.	06/06/14	INSTALLATION OF ENERGY-EFFICIENT HEATERS FOR DIESEL GENERATORS AT TWO WATER PUMP STATIONS AWARD OF ENERGY-EFFICIENT CONTRACT TO NSTAR PREQUALIFIED VENDOR FOR THE INSTALLATION OF HEAT PUMP BLOCK HEATERS ON THE DIESEL GENERATORS AT BRATTLE COURT AND HYDE PARK PUMP STATIONS FOR A TERM OF 120 CALENDAR DAYS. REBATE TOTALING \$21,164 WILL BE RECEIVED FROM NSTAR UPON PROJECT COMPLETION, RESULTING IN A SIMPLE PAYBACK PERIOD OF 3.5 YEARS.	OP-253	AWARD	HORIZON SOLUTIONS, LLC	\$58,274.00
C-4.	06/06/14	INSTALLATION OF ENERGY-EFFICIENT HEATERS FOR DIESEL GENERATORS AT THREE WASTEWATER PUMP STATIONS AWARD OF ENERGY-EFFICIENT CONTRACT TO NSTAR PREQUALIFIED VENDOR FOR THE INSTALLATION OF HEAT PUMP BLOCK HEATERS ON THE DIESEL GENERATORS AT DELAURI, FRAMINGHAM AND NEW NEPONSET PUMP STATIONS FOR A TERM OF 120 CALENDAR DAYS. REBATE TOTALING \$31,513 WILL BE RECEIVED FROM NSTAR UPON PROJECT COMPLETION, RESULTING IN A SIMPLE PAYBACK PERIOD OF 3.1 YEARS.	OP-250	AWARD	HORIZON SOLUTIONS, LLC	\$82,903.00
C-5.	06/13/14	HYDRAULIC EQUIPMENT SERVICE DECREASE ESTIMATED QUANTITIES FOR PREVENTIVE, EMERGENCY AND NON-EMERGENCY MAINTENANCE SERVICES, REPLACEMENT PARTS AND MARK-UP ON PARTS.	OP-179	2	R. ZOPPO CORP	(\$99,263.98)
C-6.	06/13/14	THERMAL AND HYDRO POWER PLANT MAINTENANCE DEER ISLAND TREATMENT PLANT DECREASE ESTIMATED QUANTITIES FOR NON-EMERGENCY AND EMERGENCY MAINTENANCE SERVICES, REPLACEMENT PARTS AND MARK-UP ON PARTS.	5500	6	O'CONNOR CONSTRUCTORS	(\$27,556.32)
C-7.	06/13/14	CARUSO PUMP STATION IMPROVEMENTS UNANTICIPATED INCREASE TO SCOPE OF WORK REQUIRED FOR DESIGN SCHEDULE CHANGE RELATING TO EVALUATION BY NATIONAL GRID TO DETERMINE ELIGIBILITY OF GAS SERVICES; DEVELOPMENT OF NEW SECURITY EQUIPMENT STANDARDS; DESIGN OF NEW GENERATOR EXHAUST STACK AT CARUSO PUMP STATION.	7037	1	DEWBERRY ENGINEERS, INC.	\$91,700.00
C-8.	06/13/14	GILLIS PUMP STATION SHORT TERM IMPROVEMENTS FURNISH AND INSTALL CABLE TRAY AND ARMORED CABLE FOR VARIABLE FREQUENCY DRIVES FOR PUMPS 5 AND 6 IN LIEU OF SPECIFIED CONDUIT AND WIRING; REMOVE, REPLACE AND TEST EXISTING FIRE ALARM SYSTEM COMPONENTS; FURNISH AND INSTALL CONDUIT AND CONTROL WIRING FOR THE HEATING VENTILATION AND AIR CONDITIONING EQUIPMENT.	7260	2	BAY STATE REGIONAL CONTRACTORS, INC.	\$113,135.56
C-9.	06/13/14	QUABBIN ULTRAVIOLET DISINFECTION FACILITIES DESIGN/CA/RI ADDITIONAL LEVEL OF EFFORT NEEDED FOR HYDRAULIC ANALYSES, RELOCATION OF SODIUM HYPOCHLORITE INJECTION POINT AND FEED LINES, SCADA SYSTEM PROGRAMMING, START-UP, TESTING ASSISTANCE DESIGN CHANGES AND SUBMITTAL REVIEWS.	6775	3	AECOM TECHNICAL SERVICES, INC.	\$228,000.00
C-10.	06/13/14	FUEL STORAGE TANK MAINTENANCE SERVICE AWARD OF CONTRACT TO LOWEST RESPONSIVE BIDDER FOR ANNUAL PREVENTIVE MAINTENANCE, TESTING AND CALIBRATION, NON-EMERGENCY AND EMERGENCY ON-CALL SERVICE FOR A TOTAL OF 50 UNDERGROUND AND ABOVE-GROUND FUEL STORAGE TANKS FOR A TERM OF 1,095 CALENDAR DAYS.	OP-233	AWARD	COMM TANK, INC.	\$545,545.00
C-11.	06/17/14	INSTALLATION OF ENERGY-EFFICIENT GAS BOILER AT LEXINGTON STREET PUMP STATION AWARD OF ENERGY-EFFICIENT CONTRACT TO NSTAR PREQUALIFIED VENDOR FOR THE INSTALLATION OF GAS BOILER AS PART OF THE CONVERSION TO GAS HEAT AT THE LEXINGTON STREET PUMP STATION, FOR A TERM OF 120 CALENDAR DAYS. REBATE TOTALING \$1,000 WILL BE RECEIVED FROM NSTAR UPON PROJECT COMPLETION, RESULTING IN A SIMPLE PAYBACK PERIOD OF 2.9 YEARS.	OP-247	AWARD	HORIZON SOLUTIONS, LLC	\$52,600.00
C-12.	06/14/14	METROPOLITAN OPERATIONS PAVING INCREASE IN ESTIMATED BID ITEM QUANTITIES TO REFLECT ESTIMATED QUANTITIES NECESSARY TO CONTINUE TO PROVIDE AS-NEEDED PAVING SERVICES THROUGH CONTRACT EXPIRATION.	OP-193	1	NEWPORT CONSTRUCTION CORP.	\$58,550.00
C-13.	06/20/14	QUABBIN UV DISINFECTION FACILITIES FURNISH AND INSTALL THE FOLLOWING: TWO AIR CONDITIONING/AIR-COOLED UNITS IN GENERATOR ROOM, 15-Kw ELECTRIC UNIT HEATER IN LIEU OF SPECIFIED 5-Kw UNIT IN GENERATOR ROOM, SIX RADIANT CEILING PANELS IN MEN'S LOCKER ROOM; COPPER PIPING AND FITTINGS TO THE EXISTING BOILER, ELECTRIC UNIT HEATER IN THE KITCHEN, LOUVER ON A DOOR IN THE ELECTRIC ROOM, HYDRONIC UNIT HEATER - MODEL RH-7 IN LIEU OF SPECIFIED MODEL HSB-33 UNIT, VALVE ACTUATOR INPUT/OUTPUT ON FOUR BUTTERFLY VALVES; CONNECT DRAINAGE LINE TO A FLOOR DRAIN.	6776	6	DANIEL O'CONNELL'S SONS, INC.	\$50,950.44
C-14.	06/20/14	GROUNDKEEPING SERVICES - BOSTON, NORTH AND WEST METROPOLITAN AREAS AWARD OF CONTRACT TO LOWEST RESPONSIVE BIDDER TO PROVIDE GROUNDS MAINTENANCE AT 23 MWRA WATER AND WASTEWATER LOCATIONS LOCATED IN BOSTON AND THE SURROUNDING NORTH AND WEST METROPOLITAN AREAS FOR A TERM OF 545 CALENDAR DAYS.	OP-232	AWARD	DTZ, INC.	\$198,810.00

PURCHASING DELEGATED AUTHORITY ITEMS - June 1 - 30, 2014

NO.		TITLE AND EXPLANATION	CONTRACT #	AMENDMENT	COMPANY	FINANCIAL IMPACT
P-1.	6/3/14	TWO 30-INCH HORIZONTAL GATE VALVES AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR TWO 30-INCH HORIZONTAL GATE VALVES TO REPLENISH INVENTORY. AS PART OF ITS OVERALL MAINTENANCE AND OPERATION OF THE METROPOLITAN WATER SYSTEM, FIELD OPERATIONS' WATER PIPELINE UNIT REPLACES APPROXIMATELY 20 MAIN LINE VALVES OF VARYING SIZE EACH YEAR. TO ENSURE THAT THE PROPER SIZED VALVE IS ALWAYS AVAILABLE TO MINIMIZE DOWN TIME AND TO BE ABLE TO IMMEDIATELY RESPOND IN THE EVENT OF A SUDDEN BREAK IN SERVICE, VALVES OF VARIOUS DIMENSIONS ARE STOCKED AT THE CHELSEA FACILITY.	WRA-3796Q		BILLERICA WINWATER WORKS CO.	\$45,454.00
P-2.	6/3/14	ONE OCE COLOR WAVE 650 MULTIFUNCTION PLOTTER AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR ONE OCE COLOR WAVE 650 MULTIFUNCTION PLOTTER. CURRENTLY, THERE ARE TWO LARGE FORMAT COLOR PLOTTERS AT DEER ISLAND TREATMENT PLANT, WHOSE USAGE RANGES FROM PRINTING AND REPRODUCING ENGINEERING DRAWINGS TO CONVERTING THE DRAWINGS FROM PAPER TO ELECTRONIC FORMAT. THEY ARE HEAVILY USED BY THE TIC UNIT. THE SYSTEMS ARE WELL OVER 10 YEARS OLD AND EXPERIENCING RELIABILITY PROBLEMS SUCH AS FREQUENT ERROR MESSAGES, WEAK SCSI INTERFACE CONNECTIONS, DIFFICULTY UPDATING SOFTWARE TO WORK WITH CURRENT MICROSOFT OPERATING SYSTEM AND MULTIPLE SERVICE VISITS FOR REPAIRS. THE ONE NEW PLOTTER REQUESTED WILL REPLACE BOTH AGING PLOTTERS; ONE OF WHICH WILL BE TRADED IN FOR A \$2,500.00 CREDIT FOR A NET COST TO THE AUTHORITY OF \$42,194.00.	WRA-3844-Q		B.L. MAKEPEACE, INC.	\$44,694.00
P-3.	6/3/14	GAI-TRONICS PAGE PARTY SYSTEM MAINTENANCE APPROVAL OF A TWO YEAR SOLE SOURCE PURCHASE ORDER FOR THE PREVENTATIVE MAINTENANCE AND SUPPORT OF GAI-TRONICS PAGE PARTY SYSTEM IN AN AMOUNT NOT TO EXCEED \$92,000.00. THE AUTHORITY HAS BEEN USING GAI-TRONICS SYSTEMS FOR OVER TWENTY YEARS TO RELIABLY COMMUNICATE WITHIN FACILITIES THAT DO NOT LEND THEMSELVES TO OTHER FORMS OF COMMUNICATION SUCH AS TWO WAY RADIOS OR CELLULAR SERVICES. THEY ARE USED EXCLUSIVELY IN A NUMBER OF MWRA'S WATER AND WASTEWATER FACILITIES SUCH AS HEADWORKS, PUMP STATIONS AND TREATMENT PLANTS. THE CONTRACT IS TO MAINTAIN THE GAI-TRONICS HARDWARE AT FOURTEEN MWRA LOCATIONS, INCLUDING THREE HEADWORKS (CARUSO, DELAURI AND PRISON POINT PUMP STATION) THAT ARE IN THE PROCESS OF AN UPGRADE TO GAI-TRONICS EQUIPMENT. CONTRACT IS FOR THE PERIOD OF JUNE 1, 2014 THROUGH MAY 30, 2016.			GAI-TRONICS CORPORATION	\$92,000.00
P-4.	6/3/14	BLADE SERVER UPGRADE AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR BLADE SYSTEM HARDWARE AND SUPPORT AT THE CHELSEA FACILITY AND THE DEER ISLAND TREATMENT PLANT. CURRENTLY THE MWRA HAS TWO BLADE SYSTEMS; ONE AT THE CHELSEA FACILITY AND THE OTHER AT DEER ISLAND. BOTH ARE OVER FIVE YEARS OLD, AT THE END OF THEIR LIFE, AND CAN NO LONGER BE UPGRADED TO SUPPORT NEW FEATURES. OVER THE PAST YEAR, THE MIS DEPARTMENT HAS BEEN AGGRESSIVELY UPGRADING THE EXISTING MWRA NETWORK INFRASTRUCTURE TO REFLECT THE MIS FIVE YEAR STRATEGIC PLAN. AS PART OF THAT ENDEAVOR, THE CHELSEA CORE SWITCH HAS BEEN UPGRADED TO 10G ETHERNET AND ALL STORAGE SYSTEMS HAVE BEEN CONSOLIDATED INTO THE NEW HP 3-PAR STORAGE SYSTEM THAT RUNS AT 16 GB FIBER. IN ORDER TO BRING THIS EXISTING TECHNOLOGY UP TO THE CURRENT INFRASTRUCTURE STANDARDS AND UTILIZE THE ADVANCES OF NEW TECHNOLOGY DEPLOYED OVER THE PAST YEAR AT THE MWRA, THE BLADE SYSTEM UPGRADE IS REQUIRED AT BOTH CHELSEA AND DITP.	WRA-3836-Q ITC47		P&J SYSTEMS, INC.	\$162,965.00
P-5.	6/3/14	MICROSOFT PREMIER SERVICES WEB ACCESS AND TECHNICAL SUPPORT APPROVAL OF A SOLE SOURCE PURCHASE ORDER FOR MICROSOFT PREMIER SERVICES WEB ACCESS AND TECHNICAL SUPPORT. THE PURCHASE OF MICROSOFT PREMIER SERVICES WILL ENABLE MIS STAFF TO SUPPORT MICROSOFT SOFTWARE PRODUCTS SUCH AS EXCHANGE, OFFICE SUITE, WINDOWS, SQL SERVER, SHARE POINT AND ANY OTHER MICROSOFT PRODUCTS THAT MAY BE USED BY MWRA STAFF IN THE FUTURE. MS PREMIER SERVICES (MPS) WAS USED DURING THE UPGRADE TO MS EXCHANGE 2010 AND THE PROJECT WAS COMPLETED IN OCTOBER 2013. UNDER THIS AGREEMENT MICROSOFT WILL PROVIDE A LOCAL TECHNICAL ACCOUNT MANAGER WHO WILL PROVIDE ESCALATION MANAGEMENT SERVICES, EXPERT GUIDANCE AND ROUND-THE-CLOCK SUPPORT, AND PRIORITIZE PROBLEM RESOLUTIONS. CONTRACT IS FOR THE PERIOD OF JULY 1, 2014 THROUGH JUNE 30, 2017.			MICROSOFT CORPORATION	\$190,276.00
P-6.	6/4/14	TWENTY MICROSOFT WINDOWS SERVER DATA CENTER 2012 R2 LICENSES AND CLIENT ACCESS LICENSES AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR TWENTY MICROSOFT WINDOWS SERVER DATA CENTER 2012 R2 LICENSES AND CLIENT ACCESS LICENSES. THIS REQUEST IS FOR THE PURCHASE OF TWENTY (20) NEW WINDOWS SERVER DATA CENTER LICENSES AND 1500 USER CLIENT ACCESS LICENSES (CALs). WINDOWS SERVER IS A SERVER OPERATING SYSTEM THAT ENABLES A COMPUTER TO HANDLE NETWORK ROLES SUCH AS PRINT SERVER, DOMAIN CONTROLLER, WEB SERVER, AND FILE SERVER. IT IS ALSO REQUIRED TO RUN MOST OF THE MWRA APPLICATIONS AND DATABASES. WINDOWS SERVER 2012 R2 DATACENTER PROVIDES BOTH FLEXIBILITY AND COST SAVINGS.	WRA-3856-Q ITS42		DELL MARKETING, LLP	\$109,792.00
P-7.	6/6/14	NETWORK FIBER CHANNEL AND TAPE DRIVE UPGRADE AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR NETWORK FIBER CHANNEL AND TAPE DRIVE UPGRADE. THE RECENT UPGRADE TO THE ENTERPRISE BACKUP SYSTEM INTRODUCED DE-DUPLICATION TECHNOLOGY AND ALLOWED FOR OFFSITE STORAGE AT DEER ISLAND TREATMENT PLANT AND CHELSEA MAINTENANCE FACILITY. AS A RESULT, THE NUMBER OF TAPES THAT ARE STORED OFF SITE WAS REDUCED FROM APPROXIMATELY 95 TAPES PER WEEK TO 20 TAPES PER MONTH. THROUGH THE USE OF THE NEW LT06 TECHNOLOGY, THE MWRA WILL FURTHER REDUCE THE NUMBER OF TAPES STORED OFF SITE TO APPROXIMATELY 10 TAPES PER MONTH, THUS REDUCING THE CARBON FOOTPRINT, COST OF TAPES AND OFF-SITE STORAGE.	WRA-3849-Q ITC47		HUB TECHNICAL SERVICES, LLC	\$37,923.33
P-8.	6/6/14	MAINTENANCE AND SUPPORT OF 1,200 WEBSense ENTERPRISE AND PREMIUM GROUP 3 SECURITY LICENSES APPROVAL OF A THREE YEAR PURCHASE ORDER FOR THE MAINTENANCE AND SUPPORT OF 1,200 WEBSense ENTERPRISE AND PREMIUM GROUP 3 SECURITY LICENSES. WEBSense WEB FILTER IS A COMPREHENSIVE AND ACCURATE WEB FILTERING, MONITORING AND REPORTING SOFTWARE PRODUCT THAT HAS BEEN ACTIVELY USED BY THE MWRA SINCE APRIL 2005 TO IMPLEMENT MWRA'S WEB ACCESS POLICY. WEBSense ENABLES MWRA TO SET POLICIES FOR WEB USE AND OVER 150 APPLICATION PROTOCOLS, INCLUDING EMAIL, FILE TRANSFER, REMOTE ACCESS, STREAMING MEDIA, INSTANT MESSAGING (IM), AND PEER-TO-PEER (P2P). CONTRACT IS FOR THE PERIOD OF MAY 12, 2014 THROUGH MAY 11, 2017.	WRA-3838		K-LOGIX, LLC	\$54,529.00

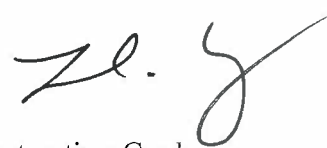
PURCHASING DELEGATED AUTHORITY ITEMS - June 1 - 30, 2014

NO.		TITLE AND EXPLANATION	CONTRACT #	AMENDMENT	COMPANY	FINANCIAL IMPACT
P-9.	6/13/14	MICRO STATION AWARD OF A SOLE SOURCE PURCHASE ORDER FOR THE PURCHASE OF A MICRO STATION FOR THE DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER. AS PART OF MWRA'S CONTINUING MISSION TO PROVIDE RELIABLE, COST-EFFECTIVE, HIGH-QUALITY WATER SERVICE, ITS WATER STORAGE AND DISTRIBUTION SYSTEMS MUST BE PROTECTED. THE CONTAMINANT WARNING SYSTEM PROGRAM, PROCURED UNDER CONTRACT WRA-3090, PROVIDES MONITORING AND EVENT DETECTION FOR THESE INSTALLED LOCATIONS. IN AN EFFORT TO LEVERAGE EXISTING SUPPORT INFRASTRUCTURE, STANDARDIZE HARDWARE, SOFTWARE, AND SPARE PARTS, STAFF RECOMMEND THAT MWRA PURCHASE AN S::CAN MICRO::STATION AS THE HEART OF A MOBILE WATER QUALITY RESPONSE TRAILER.			S::CAN MEASURING SYSTEMS, LLC	\$43,864.00
P-10.	6/17/14	RENEWAL OF PREVENTATIVE MAINTENANCE SERVICE AGREEMENT AWARD OF A SOLE SOURCE PURCHASE ORDER FOR A PREVENTATIVE MAINTENANCE SERVICE AGREEMENT FOR THE DEPARTMENT OF LABORATORY SERVICES' ORGANICS INSTRUMENTS AT DEER ISLAND. THE DEPARTMENT OF LABORATORY SERVICES (DLS) HAS 11 AGILENT ORGANICS INSTRUMENTS AT ITS CENTRAL LABORATORY ON DEER ISLAND. THESE INSTRUMENTS WERE INITIALLY PURCHASED WITH A MANUFACTURER'S MAINTENANCE AGREEMENT. EACH YEAR SINCE THE INITIAL MAINTENANCE AGREEMENT EXPIRED, MWRA HAS RENEWED THE AGREEMENTS WITH THE ORIGINAL MANUFACTURER ON A SOLE-SOURCE BASIS TO ENSURE THAT THE HIGHEST QUALITY MAINTENANCE SERVICE IS PROVIDED. THE 11 INSTRUMENTS TO BE COVERED UNDER THIS NEW MAINTENANCE AGREEMENT INCLUDE SEVEN GAS CHROMATOGRAPH/MAS SPECTROMETERS, THREE GAS CHROMATOGRAPHS, AND ONE LIQUID CHROMATOGRAPH. SINCE THE BEGINNING OF FY14, DLS ALSO IS RESPONSIBLE OF MWRA'S MOBILE LABORATORY, WHICH INCLUDES AN AGILENT GC/MS INSTRUMENT THAT WILL BE INCLUDED UNDER THIS SERVICE AGREEMENT.			AGILENT TECHNOLOGIES, INC.	\$52,718.28
P-11	6/17/14	AQUATIC INVASIVE MACROPHYTE SURVEY UPDATE APPROVAL OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR THE AQUATIC INVASIVE MACROPHYTE SURVEY UPDATE AT MWRA/DCR SOURCE AND EMERGENCY RESERVOIRS. MWRA AND THE DEPARTMENT OF CONSERVATION AND RECREATION (DCR) JOINTLY MANAGE TWO LARGE SOURCE RESERVOIRS (QUABBIN AND WACHUSETT), THE WARE RIVER, AND SEVEN EMERGENCY DISTRIBUTION RESERVOIRS, ACROSS A WIDE GEOGRAPHIC AREA THAT SERVES THE METROPOLITAN BOSTON/METRO WEST AND CHICOPEE VALLEY AQUEDUCT SERVED COMMUNITIES. THESE RESERVOIRS HAVE BEEN MONITORED BY DCR AND MWRA TO ASSESS AQUATIC PLANT COMMUNITIES AND THE PRESENCE OF INVASIVE AQUATIC PLANTS. ANNUAL CONTROL EFFORTS ARE PRESENTLY UNDERWAY AT THREE OF THESE RESERVOIRS TO ADDRESS AQUATIC INVASIVE PLANTS. COMPREHENSIVE BASELINE SURVEYS WERE COMPLETED IN 2013. THE PURPOSE OF THIS CONTRACT IS TO UPDATE THESE SURVEYS TO QUICKLY RESPOND TO ANY NEW OR EXPANDING AQUATIC INVASIVE PLANTS.	WRA-3853		ESS GROUP, INC.	\$54,900.00
P-12	6/17/14	TWO CHEMICAL FEED HOSE PUMPS AWARD OF A SOLE SOURCE PURCHASE ORDER FOR TWO CHEMICAL FEED HOSE PUMPS FOR THE DEER ISLAND TREATMENT PLANT. THERE ARE MORE THAN 125 WATSON MARLOW HOSE PUMPS IN OPERATION AT THE DEER ISLAND TREATMENT PLANT. THE MAJORITY OF THE WATSON MARLOW PUMPS WERE INSTALLED BY VARIOUS CONTRACTORS UNDER SEPARATE, COMPETITIVELY BID CONSTRUCTION PACKAGES DURING THE BOSTON HARBOR PROJECT. SINCE THAT TIME, MWRA HAS REPLACED 18 WATSON MARLOW PUMPS UNDER SOLE SOURCE PURCHASE ORDER WITH THE MANUFACTURER'S SOLE AUTHORIZED REGIONAL DISTRIBUTOR, THE MAHER COPR. ALL HOSE PUMPS USED ON DEER ISLAND ARE MANUFACTURED BY WATSON MARLOW. THIS PURCHASE IS TO REPLACE TWO SODIUM BISULFATE RECIRCULATION PUMPS IN THE DISINFECTION FACILITY ON THE NORTHEAST CORNER OF THE DEER ISLAND TREATMENT PLANT.			THE MAHER CORP.	\$67,834.00
P-13	6/17/14	VERIZON EQUIPMENT, MANAGED NETWORK SERVICE AND THREE YEAR SUPPORT APPROVAL OF A PURCHASE ORDER FOR THE PURCHASE OF VERIZON EQUIPMENT, MANAGED NETWORK SERVICES AND THREE YEAR SUPPORT FOR THE SECURITY NETWORK PILOT. THE MWRA CURRENTLY USES VERIZON AS THE PRIMARY PROVIDER OF INTER-OFFICE NETWORK INFRASTRUCTURE AND COMMUNICATION SERVICES INCLUDING VOICE, VIDEO, DATA AND WIRELESS SERVICES. THIS REQUEST IS FOR THE INSTALLATION OF A PRIVATE IP (PIP) NETWORK, OUT OF BANK MODEMS, AND ROUTERS FOR SEVEN FACILITIES REQUIRING SECURITY MONITORING SERVICES.	ITT46		VERIZON BUSINESS NETWORK SERVICES, INC.	\$88,364.13
P-14	6/17/14	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 WITH PVS CHEMICAL SOLUTIONS, INC. FOR AN AMOUNT NOT TO EXCEED \$187,200 FOR THE CARROLL WATER TREATMENT PLANT AND WITH UNIVAR USA, INC. FOR AN AMOUNT NOT TO EXCEED \$42,999.75 FOR THE CLINTON WASTEWATER TREATMENT PLANT.	WRA-3852		PVS CHEMICAL SOLUTIONS, INC UNIVAR USA, INC.	\$187,200.00 \$42,999.75
P-15	6/17/14	SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE APPROVAL OF AMENDMENT 1 TO PURCHASE ORDER CONTRACT WRA-3630, FOR THE SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE TO THE JOHN J. CARROLL WATER TREATMENT PLANT AND THE WARE DISINFECTION FACILITY DUE TO HIGHER THAN ANTICIPATED USAGE, WITH NO EXTENSION IN CONTRACT TERM.	WRA-3630	1	BORDEN & REMINGTON CORPORATION	\$40,455.00
P-16	6/20/14	SIXTEEN REPLACEMENT DIGESTER VIEWPORTS AWARD OF A PURCHASE ORDER TO THE LOWEST RESPONSIVE BIDDER FOR SIXTEEN REPLACEMENT DIGESTER VIEWPORTS FOR THE DEER ISLAND TREATMENT PLANT. THERE ARE 12 INDIVIDUAL DIGESTERS IN THREE SEPARATE MODULES ON DEER ISLAND THAT WERE CONSTRUCTED UNDER THE BOSTON HARBOR PROJECT. DIGESTER MODULES 1 AND 2 WERE CONSTRUCTED UNDER A DIFFERENT CONSTRUCTION PROJECT (CP-301) THAN MODULE 3 (CP-303). EACH DIGESTER HAS TWO "VIEWPORTS," WHICH ALLOW STAFF TO SEE INSIDE THE DIGESTERS TO MONITOR THE OPERATION OF THE MIXING ASSEMBLIES, WHICH ARE CRITICAL COMPONENTS IN ENSURING PROPER MIXING OF THE SLUDGE AS IT IS BEING DIGESTED. ALL EXISTING VIEWPORTS ARE ORIGINAL TO START-UP. BECAUSE OF THE CURRENT OPAQUE CONDITION OF THE SIXTEEN VIEWPORTS ON MODS 1 AND 2, STAFF RECOMMENDED THAT ALL SIXTEEN BE REPLACED.	WRA-3857		MARINE & OFFSHORE SUPPLIES, INC.	\$128,240.00

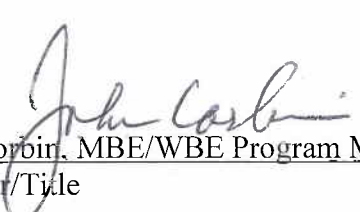
NO.	TITLE AND EXPLANATION	CONTRACT #	AMENDMENT	COMPANY	FINANCIAL IMPACT
P-17	6/20/14 HEWLETT PACKARD EQUIPMENT ANNUAL MAINTENANCE AND SUPPORT APPROVAL OF A PURCHASE ORDER FOR HEWLETT PACKARD EQUIPMENT MAINTENANCE AND SUPPORT. THE MWRA USES HP MINICOMPUTERS AND SERVERS TO HOST ENTERPRISE AND DEPARTMENTAL APPLICATIONS, INTERNET/INTRANET COMPUTING, PRINT QUEUE MANAGEMENT AND FILE STORAGE NEEDS. THE MWRA HAS A COMPREHENSIVE MAINTENANCE AGREEMENT THAT LEVERAGES THE COMMONWEALTH'S BLANKET DISCOUNT PRICING. THE AGREEMENT PROVIDES 24/7 HARDWARE/OPERATING SYSTEM COVERAGE ON CRITICAL SYSTEMS, 4-HOUR AND/OR NEXT DAY SERVICE ON LESS CRITICAL SERVERS, AND TRADITIONAL OPERATING SYSTEM SOFTWARE MAINTENANCE, SECURITY PATCHES AND UPDATES. IN ORDER TO RENEW THE AGREEMENT, THE PURCHASING UNIT ACCESSED THE COMMONWEALTH OF MASSACHUSETTS STATE BLANKET AGREEMENT ITC47, WHICH PROVIDES FOR MAINTENANCE, SUPPORT AND SERVICES. CONTRACT IS FOR THE PERIOD OF JULY 1, 2104 THROUGH JUNE 30, 2015.	ITC47		HEWLETT PACKARD COMPANY	\$180,880.87
P-18	6/20/14 CITRIX WORKSPACE SOFTWARE LICENSES, NETSCALER UPGRADE, MAINTENANCE AND SUPPORT APPROVAL OF A PURCHASE ORDER FOR CITRIX WORKSPACE SOFTWARE LICENSES, NETSCALER UPGRADE AND MAINTENANCE SUPPORT. THE MIS FIVE-YEAR STRATEGIC PLAN, UNDER THE IT INFRASTRUCTURE PROGRAM, CONTAINS FUNDS TO IMPLEMENT THE CITRIX INFRASTRUCTURE MOBILE SOLUTION FOR THE AUTHORITY. ON APRIL 16, 2014, THE MWRA BOARD OF DIRECTORS APPROVED A PROFESSIONAL SERVICES CONTRACT FOR CITRIX APPLICATION VIRTUALIZATION AND MOBILE DEVICE MANAGEMENT DESIGN & IMPLEMENTATION. THE CITRIX WORKSPACE SUITE SECURELY DELIVERS APPLICATION, DESKTOPS, FILES AND SERVICES TO ANY USER, ON ANY DEVICE, OVER ANY NETWORK. IT WILL ALSO PROVIDE ACCESS TO ALL OF MWRA'S APPLICATIONS, DATA AND PERSONALIZED DESKTOPS, OPTIMIZED TO MEET THE SECURITY, PERFORMANCE, PERSONALIZATION AND MOBILITY REQUIREMENTS OF EACH STAFF MEMBER. WITH THIS SOFTWARE, MWRA WILL MINIMIZE LOSS OF INTELLECTUAL PROPERTY AND SENSITIVE PRIVATE INFORMATION THROUGH DATA ENCRYPTION, PASSWORD AUTHENTICATION, SECURE LOCK AND WIPE ON ITS MOBILE DEVICES, AND CENTRALIZATION OF APPLICATIONS AND DESKTOPS, KEEPING ALL SENSITIVE DATA AND CONTENT OFF THE DEVICE AND IN THE MIS DATA CENTER.	WRA-3878Q		INTRASYSTEMS, INC.	\$192,834.00
P-19	6/20/14 SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE AWARD OF TWO SEPARATE ONE-YEAR PURCHASE ORDER CONTRACTS TO THE LOWEST RESPONSIVE BIDDERS FOR THE SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE TO THE JOHN J. CARROLL WATER TREATMENT PLANT AND THE WARE DISINFECTON FACILITY.	WRA-3843		BORDEN & REMINGTON CORP. UNIVAR USA, INC.	\$886,320.00 \$37,879.10
P-20	6/23/14 CONTINUOUS CHLOROPHYLL MONITORING AWARD OF A SOLE-SOURCE PURCHASE ORDER TO CONTINUE PERMIT-REQUIRED CONTINUOUS CHLOROPHYLL (ONLY) MONITORING OFF CAPE ANN, FOR THE PERIOD OF JULY 1, 2014 TO JUNE 30, 2015.			BOWDOIN COLLEGE	\$30,000.00
P-21	6/23/14 CONTINUOUS MONITORING (WITHOUT CHLOROPHYLL) AWARD OF A SOLE-SOURCE PURCHASE ORDER TO CONTINUE PERMIT-REQUIRED CONTINUOUS OCEANOGRAPHIC MONITORING (OTHER THAN CHLOROPHYLL) AT THE CAPE ANN BUOY 44029, FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015.			UNIVERSITY OF MAINE	\$100,000.00
P-22	6/24/2014 EXCHANGE (E-MAIL) AND GENERAL NETWORK SUPPORT APPROVAL OF A PURCHASE ORDER FOR EXCHANGE (E-MAIL) AND GENERAL NETWORK SUPPORT FOR A PERIOD OF SIX MONTHS. THE MIS DEPARTMENT HAS A NEED FOR SUPPORT TO COVER THE WORK LOAD FOR TWO STAFF MEMBERS THAT RETIRED OVER THE PAST YEAR IN THE NETWORK AND SYSTEMS GROUP. THE REQUEST IS FOR A SENIOR EXCHANGE SUPPORT ENGINEER, WHO WILL SUPPORT AND TROUBLESHOOT ALL ASPECTS OF THE MWRA MESSAGING SOLUTION INCLUDING SEVERAL EXCHANGE 2010 SYSTEMS, LOAD BALANCERS AND MOBILE DEVICES. THE SELECTED CANDIDATE HAS OTHER SKILLS TO IMMEDIATELY CONTRIBUTE TO SUPPORTING AREAS OF SYSTEM MANAGEMENT, ALL ASPECTS OF THE MICROSOFT NETWORK, INCLUDING ACTIVE DIRECTORY, DNS, AND WINDOWS OPERATING SYSTEMS, STORAGE DEVICES, HARDWARE SOLUTIONS AND VIRTUALIZATION.	WRA-3826Q ITS53 CAT1		ASK STAFFING, INC.	\$95,550.00
P-23	6/26/2014 ONE CENTRIFUGAL PUMP AWARD OF A PURCHASE ORDER TO LOWEST RESPONSIVE BIDDER FOR ONE CENTRIFUGAL PUMP FOR THE DEER ISLAND TREATMENT PLANT. THE GRAVITY THICKENER COMPLEX IS LOCATED BETWEEN THE GRIT FACILITY AND DIGESTER MODULE 1 ON THE SOUTHEAST SIDE OF DEER ISLAND. THERE ARE A TOTAL OF SIX GRAVITY THICKENERS IN THE GRAVITY THICKENER COMPLEX. ANY TIME ONE OF THE GRAVITY THICKENERS NEEDS TO BE REPAIRED OR HAVE SIGNIFICANT MAINTENANCE PERFORMED, IT MUST BE DRAINED AND TAKEN OUT OF SERVICE. IN 2011, DEER ISLAND STAFF PURCHASED AND INSTALLED A CENTRIFUGAL PUMP. STAFF HAVE BEEN VERY SATISFIED WITH THE PERFORMANCE OF THE CENTRIFUGAL PUMP AND IT HAS REDUCED DEWATERING TIME BY MORE THAN 75% (36 HOURS DOWN TO EIGHT HOURS). STAFF RECOMMENDED THAT MWRA PURCHASE AN ADDITIONAL CENTRIFUGAL PUMP THAT WILL BE INSTALLED IN LINE TO AUGMENT DEWATERING OF GRAVITY THICKENER TANKS 5 AND 6.	WRA-3819		AQUA SOLUTIONS, INC.	\$61,300.00


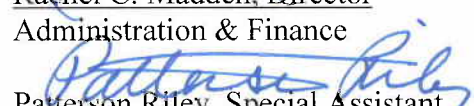
STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 16, 2014
SUBJECT: Adoption of DEP's DMBE and DWBE Contracting Goals



COMMITTEE: Administration, Finance & Audit


John Corbin, MBE/WBE Program Manager
Preparer/Title

INFORMATION
 VOTE

Rachel C. Madden, Director
Administration & Finance

Patterson Riley, Special Assistant
Affirmative Action & Compliance

RECOMMENDATION:

That the Board of Directors approve the adoption of the Massachusetts Department of Environmental Protection's Disadvantaged Minority Business Enterprise and Disadvantaged Women Business Enterprise 2010 subcontracting goals as best practice for construction, goods and services and professional services contracts, to be implemented at the discretion of the Executive Director.

DISCUSSION:

At the request of the Affirmative Action and Compliance Unit (AACU), MWRA's Internal Audit staff conducted a review of the MBE/WBE Program including the methodology used to set agency procurement goals for construction, professional services contracts and for goods and other services. Internal Audit's review generally included an overall assessment of MWRA's MBE/WBE Program's policies and procedures. The final report included certain recommendations, the most significant of which is that:

- *Management should consider adopting MassDEP's DMBE and DWBE contracting goals for construction and professional services.*

For MWRA projects funded via the State Revolving Fund (SRF) Loan Program, the MWRA uses DMBE and DWBE goals as required by the Massachusetts Department of Environmental Protection (MassDEP) and mandated by the U.S. Environmental Protection Agency. MassDEP's DMBE and DWBE goals were established in 2010. A Disadvantaged Business Enterprise (DBE) is an entity owned or controlled by a socially and economically disadvantaged citizen of

the United States. The economic disadvantage is measured by the owner's initial and continuing personal net worth. Both the Clean Water and Drinking Water Acts require the use of MBEs and WBEs; these firms must still be utilized in the SRF Loan Program, but they must also be certified as DBEs. The Mass State Diversity Office is the certifying agency for the SRF. MWRA staff considered the recommendation and has concluded the following:

- **Consistency in the MWRA's Procurement processes.** For construction services funded solely by the MWRA, the subcontracting goals approved by the Board in 2002 are used. Staff proposes using the MassDEP's DMBE and DWBE goals for both construction and professional services procured by the MWRA and through the SRF. This uniformity will result in fewer errors by bidders when submitting proposals to the MWRA.
- **Cost Savings.** By adopting MassDEP's goals the MWRA would save the cost of conducting an availability analysis. Cost estimates range between \$250,000 and \$500,000 to hire a consultant to prepare a statistical analysis of current MBE/WBE availability for the MWRA.
- **Uniformity with the federal Disadvantaged Business Enterprise (DBE) Program business model.** In the past ten years there has been movement away from race and gender-based affirmative action programs to achieve economic opportunity and parity in the marketplace. The federal government, including local municipalities and states, are increasingly implementing programs that embrace inclusion based on social and economic factors and not solely on race or gender.
- **Better protect the MBE/WBE Program from legal challenge.** Continuing with the goals established in 2002 may risk a challenge to the legal basis of the Program. Because of economic and social changes since the 2002 analysis was conducted it is possible that the MWRA's current goals do not accurately reflect MBE/WBE availability within the MWRA's marketplace at this time. (The MWRA's marketplace is predominately eastern Massachusetts.)

Another consideration is that MWRA routinely reports proposed and actual DMBE and DWBE spending to MassDEP. To that extent, the MWRA's data is included in MassDEP's 2010 analysis by which its goals were derived. Because the MWRA and MassDEP's geographic marketplace and procurement activities are generally similar, it is likely that the MassDEP's DMBE and DWBE goals are more representative of the current marketplace availability than the MWRA's goals. Based on the above, staff concluded that the proposed changes would benefit the MWRA.

Table No. 1 describes the current and proposed changes:


Procurement Category	Current MWRA Goals		MassDEP Goals ¹	
	MBE %	WBE %	DMBE %	DWBE %
Construction	7.24	3.60	3.4	3.8
Professional	7.18	5.77		

¹ The MassDEP model includes an overall aggregate analysis for the procurement categories.

Budget/Fiscal Impact: None.

MBE/WBE Participation: Not applicable.


STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 16, 2014
SUBJECT: Consent to Assignment and Assumption of Contract S484 (Power Purchase and Site License Agreement Solar Photovoltaic System - Deer Island Treatment Plant) from Broadway Electrical Co., Inc. to Nexamp Deer Island I, LLC

COMMITTEE: Administration, Finance & Audit

INFORMATION

VOTE


Rachel C. Madden, Director
Administration and Finance

John Sabino, Contracts Manager
Kristen Patneau, Program Manager, Energy Management
Preparer/Title


Michael J. Hornbrook
Chief Operating Officer

MWRA currently has a Power Purchase and Site License Agreement with Broadway Electrical Co, Inc. to provide solar generation power to Deer Island. Broadway Electrical Co. will soon cease operations and is in the process of selling its assets. Nexamp, Inc. has agreed to purchase and assume Broadway Electrical Co.'s interests in the assets associated with the solar photovoltaic power generation under Contract S484, Power Purchase and Site License Agreement Solar Photovoltaic System at the Deer Island Treatment Plant. Nexamp, Inc. and its subsidiary, Nexamp Capital, LLC, have for the purposes of this contract, established a limited liability company, Nexamp Deer Island I, LLC, as the entity to which the contract would be assigned. MWRA's written consent to assign the contract to a third party is required by the terms of the Agreement. All terms and conditions of the Agreement will remain in full force and effect for the contract duration. The cost of the power provided is an excellent value in that rates are well below current and projected market prices.

RECOMMENDATION:

To authorize the Executive Director, on behalf of the Authority, to execute a Consent to Assignment and Assumption for the purpose of assigning Contract S484 from Broadway Electrical Co., Inc. to Nexamp Deer Island I, LLC, with no increase in contract price or contract term.

BACKGROUND:

MWRA executed Contract S484 with Broadway Electrical Co., Inc. in April 2010 for a Power Purchase and Site License Agreement Solar Photovoltaic System at the Deer Island Treatment Plant for an amount not to exceed \$409,651, for a contract term commencing on June 1, 2010 until the twentieth anniversary of the system Commercial Operation Date. The system Commercial Operation Date was achieved on April 22, 2011.

As part of Governor Patrick's Massachusetts Recovery Plan to secure the state's economic future, the Commonwealth promoted solar photovoltaic (PV) energy generation on public facilities throughout the state, leveraging funds made available under the American Recovery and Reinvestment Act of 2009 to the greatest extent possible. As part of MWRA's continued commitment to maximize renewable energy resources, a Request for Proposals/Bids (RFP/B) was issued in February 2010 to solicit a Solar Power Purchase Agreement (SPPA). A SPPA is a financial arrangement in which a third-party developer (the "Seller") designs, procures, installs, commissions, owns, operates, and maintains the PV system, and the host customer (the "Buyer") agrees to site the system on its property and purchase the system's electric output from the solar services provider for a predetermined period. This financial arrangement allows the host customer to receive stable and lower-cost electricity, while the solar services provider or another party, provides equity financing and acquires valuable financial benefits such as tax credits, the income generated from the sale of electricity to the host customer, and the revenue from Solar Renewable Energy Certificates. The SPPA structure was selected to best leverage private capital and the American Recovery and Reinvestment Act funds that were made available to MWRA through MA Department of Energy Resources (DOER).

DOER provided MWRA \$1,137,500 in American Recovery and Reinvestment Act funding to help defray the capital cost of the PV system and to reduce the power purchase price. This single lump sum payment was provided to Broadway Electrical Company, Inc. upon successful commercial operation of the 452.16-kW PV systems installed in April 2011 on the roof of the Grit Building and on the ground in the South Parking Lot at Deer Island (pictured below).



DITP Grit Roof PV



DITP Parking Lot PV

The SPPA includes a guaranteed annual output in the first year of 528,921 kWh with an annual degradation factor of 0.50%. The first-year price was fixed at \$0.032/kWh and thereafter, subject to an annual escalation rate of 1.5%, increasing in Year 20 to \$0.042/kWh. MWRA's payments for the electricity are made monthly in arrears as power is delivered. The annual estimated cost of purchasing electricity under this contract ranges from \$17,000 in Year 1 to \$20,400 in Year 20. If the electricity production in any contract year is less than the guaranteed annual output, the Seller will pay MWRA an amount equal to the difference between the contract year price and the replacement cost of electricity for the electricity production shortfall. To date, the electricity production has been slightly greater than the projected guaranteed annual output.

It should be noted that beginning in Year 6 of Commercial Operation of the system, MWRA has the right and option to purchase the PV system. MWRA will evaluate whether the purchase of the PV system is more favorable than the contract price of electricity for the remainder of the SPPA term. If MWRA does not opt to purchase the PV systems, at the end of the SPPA term, the Seller will remove the systems from the premises and restore the site to its original condition, solely at its expense.

DISCUSSION:

Earlier this year MWRA was advised by Broadway Electrical Co. that it intended to cease business operations and seek a third party to assume its obligations under its solar operating projects. Broadway and its creditors selected Nexamp, Inc. as buyer and operator of a number of its solar projects. Nexamp, Inc., and its subsidiary, Nexamp Capital, LLC, established Nexamp Deer Island I, LLC, as the entity to which the Deer Island SPPA would be assigned, subject to MWRA's consent. If this consent is granted, Nexamp Deer Island I, LLC will be responsible for the mechanical and structural integrity of the system, including maintenance and inspection of the power connections, the inverter and the arrays, and all other responsibilities currently held by Broadway.

Nexamp, Inc. is based in Massachusetts and was founded in 2006. It has a portfolio of more than 40 MW of distributed and utility scale solar projects that it has developed, built, owned and operated in MA, including the 496-kW solar project at MWRA's John J. Carroll Water Treatment Plant, installed in March 2011 (pictured on the following page). Nexamp, Inc. has a dedicated team of experienced power and solar professionals with resources to properly manage, maintain, and maximize revenue from solar. As a relatively young company in a growing and difficult market sector, Nexamp, Inc.'s financial profile is mixed. A review of Nexamp's FY12 and FY13 audited financial statements show significant losses. However, the latest independent audit of its finances provides a clean opinion for FY13 despite the fact that Nexamp appears to carry significant debt. The company's internal, unaudited financials for the first five months of 2014 report a profit.

Nexamp, Inc., however, is not the proposed assignee. The proposed assignee is Nexamp Deer Island I, LLC, established in 2014 for the purposes of receiving, operating and maintaining the Deer Island SPPA assets. Although it would receive revenues from the SPPA, it would be a disregarded entity for tax purposes, meaning its income would be consolidated and reported with the parent company's income.

Notwithstanding the uncertain long-term financial prognosis of the Nexamp group of companies, staff recommend assigning the Deer Island SPPA to Nexamp Deer Island I, LLC. The current Contractor, Broadway Electrical Co., Inc., is going through a distressed asset sale. If MWRA does not consent to the assignment, it is likely that its major creditor, Cambridge Savings Bank, will foreclose on the assets. If, on the other hand, MWRA consents to the assignment, it is likely that the facility will continue to operate and provide MWRA with electric power over the near term and perhaps longer, at a rate well below current and projected market prices.



Aerial Views of the John J. Carroll Water Treatment Plant PV

BUDGET/FISCAL IMPACT:

There will be no budgetary impact with this assignment as all existing pricing, terms and conditions will remain the same.

MBE/WBE PARTICIPATION:

There are no M/WBE participation requirements for Contract S484 because of limited opportunities for subcontracting.

STAFF SUMMARY

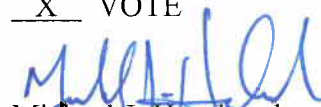
TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 16, 2014
SUBJECT: Security Equipment Maintenance and Repair Services
Viscom Systems, Inc.
Contract EXE-031, Change Order 5



COMMITTEE: Administration, Finance & Audit

INFORMATION
 VOTE

Donald Martel, Security Services Administrator
Andrew Hildick-Smith, Director, Emerg. Planning & Prep.
Preparer/Title



Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To authorize the Executive Director, on behalf of the Authority, to approve Change Order 5 to Contract EXE-031, Security Equipment Maintenance and Repair Services, with Viscom Systems, Inc., for an amount not to exceed \$140,805, increasing the contract amount from \$872,457.40 to \$1,013,262.40, and extending the contract term by 138 calendar days from August 15, 2014 to December 31, 2014.

Further, to authorize the Executive Director to approve additional change orders as may be needed to Contract EXE-031, in an amount not to exceed the aggregate of \$90,000 and 90 days, in accordance with the Management Policies and Procedures of the Board of Directors.

BACKGROUND:

Protecting critical water and wastewater facilities is one of MWRA's highest priorities. MWRA currently employs a comprehensive security program, which includes the use of technology to monitor and control access to critical facilities. The security system is comprised of a broad network of intrusion alarms, motion detection sensors, card access systems, and surveillance cameras. All of this equipment requires preventive maintenance, periodic corrective maintenance and repair work, and software integration and upgrades to ensure the reliable and optimum performance of the entire network. Based on the recommendations of MWRA's Security Task Force, installation of new security equipment is also periodically required. Since September 11, 2001, MWRA's security system has significantly and justifiably grown.

Contract EXE-031, under which MWRA's security system is currently maintained and repaired, was advertised, competitively bid, and awarded to Viscom Systems, Inc. under delegated authority in 2012 for a term of two years.

DISCUSSION:

In anticipation of Contract EXE-031's original expiration date of March 15, 2014, MWRA received bids for a replacement contract on February 14, 2014. This contract is bid under Massachusetts Construction Laws, Chapter 149. Historically, MWRA has had difficulty generating broad interest and competition in this work. Only two bids were received and the bid review process took much longer than staff anticipated, requiring additional change orders.

After reviewing the two bids, and due to the critical importance of MWRA's security system, a group of MWRA staff from Security, Procurement, Law, and MIS was assembled to re-evaluate the maintenance program, including the scope of services, qualifications, and procedures for transitioning from one contractor to another, in the event that it becomes necessary. This review highlighted the need to revise the "as bid" scope of services to address the evolution of the required computer technology and to more clearly articulate MWRA's security system maintenance requirements. It should be noted that the incumbent Contractor, Viscom, was awarded each previous security system maintenance contract since 2005.

This Change Order

The MWRA internal group discussed above continues to actively work on developing a comprehensive specification for rebidding the contract but there are still significant issues that remain to be resolved. Staff estimate that it will still be several months before a replacement contract is completed and re-bid. In the meantime, MWRA must continue to provide uninterrupted service and maintenance of its security system. Staff recommend that Change Order 5 be approved, which will extend the contract term by 138 calendar days, from August 15, 2014 to December 31, 2014, and will increase the contract amount by \$140,805 for the additional estimated quantities of unit price bid items, such as scheduled and emergency maintenance services, and integration and programming services. The recommended amount also includes increases to the allowances for replacement parts. The proposed unit costs and allowance increases are based upon actual costs to date extended for the proposed 138-calendar-day extension.

Although staff plan to have a contract in place no later than December 31, 2014, staff recommend a further delegation of authority to the Executive Director, not to exceed 90 calendar days and \$90,000, should further unanticipated delays develop.

The approved Proposed Change Order for this item has been identified by MWRA staff as an unforeseen condition. MWRA staff and the Contractor have agreed to extend the contract term by 138 calendar days, August 15, 2014 to December 31, 2014, and increase the contract amount by an amount not to exceed \$140,805.

CONTRACT SUMMARY:

	AMOUNT	TIME	DATED
Original Contract:	\$698,125.00	730 Days	03/15/12
CHANGE ORDERS:			
Change Order 1*	\$23,000.00	0 Days	10/22/13
Change Order 2*	\$0.00	45 Days	03/14/14
Change Order 3*	\$23,000.00	62 Days	05/21/14
Change Order 4*	\$128,332.40	46 Days	Pending
Change Order 5	<u>\$140,805.00</u>	<u>138 Days</u>	Pending
Total Change Orders:	\$315,137.40	291 Days	
Adjusted Contract:	\$1,013,262.40	1,021Days	

*Approved under delegated authority

BUDGET/FISCAL IMPACT:

There are sufficient funds for this change order in the Office of Emergency Preparedness' FY15 Current Expense Budget.

MBE/WBE PARTICIPATION:

There were no MBE/WBE participation requirements established for this contract because of the limited opportunities for subcontracting.

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the
Wastewater Policy and Oversight Committee

June 25, 2014

A meeting of the Wastewater Policy and Oversight Committee was held on June 25, 2014 at the Authority headquarters in Charlestown. Chairman Walsh presided. Present from the Board were Ms. Wolowicz and Messrs. Barrera, Carroll, Cotter, Flanagan, Foti, Pappastergion, and Vitale. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Mike Hornbrook, Carl Leone, and Bonnie Hale. The meeting was called to order at 11:00 a.m.

INFORMATION

Update on Co-Digestion Pilot Program

This item was referred to the full Board meeting (and is filed with the Board meeting materials).

APPROVALS

*Approval of One New Member of the Wastewater Advisory Committee

The Committee recommended approval of the appointment of Mr. Daniel Winograd to the Wastewater Advisory Committee (ref. agenda item B.1).


*I/I Local Financial Assistance Program Guidelines Revisions

Staff gave a presentation outlining the proposed revisions, and there was general discussion. The Committee recommended approval of revisions to the I/I Local Financial Assistance Program Guidelines (ref. agenda item B.2).

The meeting adjourned at 11:05 a.m.

* Approved as recommended at June 25, 2014 Board of Directors meeting.

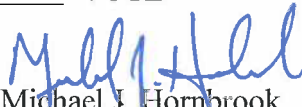
STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 16, 2014
SUBJECT: PCB Removal/Abatement at Cottage Farm CSO Facility

COMMITTEE: Wastewater Policy & Oversight

X INFORMATION
____ VOTE

A. Navanandan, P.E., Chief Engineer
Leon Lataille, Environmental Manager
Kathleen Cullen, P.E., Project Manager
Preparer/Title


Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

For information only. This staff summary provides the Board with information concerning polychlorinated biphenyls (PCBs) found in paint and concrete caulking at MWRA's Cottage Farm CSO Facility and the associated regulatory requirements for removal and/or abatement. Staff will return to the Board in the fall for approval of the first of four contracts associated with this issue and wanted to make sure the Board was informed of its potential cost impacts.

BACKGROUND:

The Cottage Farm Combined Sewer Overflow (CSO) Facility, located in Cambridge (shown in Figure 1 on the following page), provides screening, sedimentation, and disinfection (chlorination and dechlorination) to combined sewer overflows prior to discharge to the Charles River. The Cottage Farm CSO Facility is a component of MWRA's court approved Long-Term CSO Control Plan and becomes operational only during extreme storms (twice in a typical year per Schedule Seven of the Federal Court Order).

DISCUSSION:

During hazardous materials testing to classify materials at the Cottage Farm CSO Facility that were to be removed for disposal during construction of a fuel line replacement project and diesel oxidation catalyst installation project, and to ensure proper handling of the materials, PCBs were discovered in floor and wall paint and in caulking of construction joints. PCBs are a group of organic chemicals, commonly known in the United States by the industrial trade name Aroclor, that have been widely used in coolants, lubricants, and insulating materials in electrical equipment, because they do not burn easily and can sustain high heat. They have also been used as additives to paint and caulking and were commonly used in industrial construction until they were banned in 1977. The Cottage Farm CSO Facility was constructed in 1971.

Under EPA regulations (40 CFR 761), the presence of PCBs in paint and caulking at concentrations above 50 mg/kg represents an unauthorized use of PCBs and must be removed. Based on the initial sample results, a more systematic follow-up sampling program was completed between January and October 2013 with the goal of identifying all of the painted surfaces at the facility containing PCBs greater than or equal to 50 mg/kg, as well as determining the extent of impact to porous surfaces in contact with PCB-containing paint. PCBs were found in paint at concentrations up to 250,000 mg/kg and in impacted shallow concrete up to 1,400 mg/kg. PCBs were also identified in samples of caulking at concentrations up to 290 mg/kg and impacted porous materials at up to 1.8 mg/kg.

Interim measures that were reviewed by the Massachusetts Department of Public Health have been implemented at the facility to limit exposure to PCBs, such as installing floor mats in high traffic areas, and the prohibition of floor sweeping and drilling of concrete without dust control.

The PCB investigation was conducted in the Main Building at the facility (see Figure 1 below). The Chemical Building was constructed in 2001, after the PCB ban, and was not a subject of investigation.



Figure 1: Cottage Farm Facilities

PCB Abatement Plan

MWRA staff have prepared an Abatement Plan summarizing the results of PCB testing at Cottage Farm and identifying areas of paint and caulking removal, and areas for encapsulation of impacted concrete surfaces. The plan was submitted to EPA on March 3, 2014 for review and approval as required by EPA regulation. Paint and caulk containing PCBs greater than 50 mg/kg will be removed from concrete and disposed of as bulk product waste. Concrete surfaces will be encapsulated by application of a two-layer epoxy coating to prevent exposure to the PCBs remaining in the concrete surface layer. The encapsulated concrete will be subject to long-term monitoring requirements. The alternative to encapsulation, removing one-half inch of concrete by scarification, would increase the cost of the abatement by an estimated \$2,600,000, and that alternative was not selected. PCB-contaminated paint will be removed from metal surfaces on site for large piping and equipment, and other metal surfaces, such as duct work and small piping will be either removed and disposed of as PCB waste or abated on site, whichever is most cost effective. Staff anticipate that EPA's review and approval process will be completed by fall 2014.

Staff propose that the PCB removal occur in two phases. Phase 1 will include primarily removal of paint from concrete surfaces and large-diameter steel pipe. Phase 2 will include removal and replacement of PCB-contaminated duct work, equipment, etc., as part of an overall facility rehabilitation that includes replacement of the facility roof, floor grates, HVAC system, electrical conduit, and various pumps, valves, actuators, and electrical panels. Staff estimate that Phase 1 will remove approximately 90% of the PCBs.

In Phase 1, a design firm with experience in PCB abatement will be competitively selected to prepare construction plans and specifications based on the EPA-approved Abatement Plan to implement the removal of PCB paint and caulking, and encapsulation of concrete surfaces with epoxy paint after PCB paint is removed. The scope of the design contract includes planning the abatement work so as not to impact the operation of the facility. The design consultant will also provide construction-phase services (construction administration and resident inspection) to help ensure that the contractor meets all regulatory requirements and performance standards.

In Phase 2, a design firm will be competitively selected to prepare construction plans and specifications for the facility equipment upgrades. The PCB remediation in this contract will include a small amount of removal and encapsulation for areas of the floor, wall, and ceiling that was inaccessible during Phase 1 (such as behind the Motor Control Center panel), the disposal of painted equipment (HVAC duct work, electrical conduits, and pumps) already identified for replacement during the upgrades project, and possibly small-diameter painted piping that is identified as more cost effective to replace rather than remediate during Phase 1 of the project.

This phased approach is designed to expedite the removal of paint from walls, floors, and ceilings, while allowing additional time to plan the removal and replacement of equipment.

The following estimated schedule is included in the Abatement Plan:

Phase 1 Design (MWRA Contract 7392) Notice To Proceed September 2014	Estimated Cost, \$525,000 Substantial Completion - September 2017
Phase 1 Abatement (MWRA Contract 7389) Notice To Proceed September 2015	Estimated Cost, \$2,101,000 Substantial Completion - September 2016
Phase 2 Design Abatement/Facility Upgrade (MWRA Contract 7359) Notice To Proceed July 2015	Estimated Cost \$2,627,000* Substantial Completion - July 2020
Phase 2 Abatement/Facility Upgrade (MWRA Contract 7463) Notice To Proceed July 2017	Estimated Cost \$7,354,000** Substantial Completion - July 2019

* Phase 2 Design Abatement/Facility Upgrade Contract 7359 includes design and ESDC/REI for two facility upgrade contracts; Cottage Farm (7463) and Prison Point (7462). The Cottage Farm estimated portion of the design cost is \$1,498,000. The PCB-related design costs are estimated to be less than five percent of the Cottage Farm overall design cost.


** Phase 2 Abatement/Facility Upgrade, Contract 7463, includes PCB disposal costs that are estimated to be less than five percent of the overall cost of equipment upgrades to be completed at the Cottage Farm CSO Facility.

BUDGET/FISCAL IMPACT:



The FY15 CIP includes a budget of \$525,000 for Phase 1 design and construction-phase assistance, including construction administration and resident inspection (Contract 7392) and \$2,101,000 for Phase I Abatement, removal of PCBs from most surfaces (Contract 7389).

The FY15 CIP includes a budget of \$2,627,000 for Phase 2 design and construction-phase assistance, including construction administration and resident inspection (Contract 7359) and \$7,354,000 for Phase 2 Abatement/Facility Upgrade Construction, replacement of equipment, and incidental PCB disposal costs (Contract 7389).

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 16, 2014
SUBJECT: Gate, Siphon and Floatables Control at MWR003 CSO Outfall - Cambridge
P. Gioioso & Sons, Inc.
Contract 7409

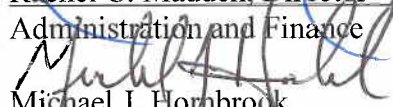
COMMITTEE: Wastewater Policy & Oversight

Jeremy R. Hall, Project Manager 
David A. Kubiak, P.E., Sr. Program Manager 
A. Navanandan, P.E., Chief Engineer
Preparer/Title

 INFORMATION

 X VOTE


Rachel C. Madden, Director
Administration and Finance


Michael J. Hornbrook
Chief Operating Officer

Contract 7409, Gate, Siphon and Floatables Control at MWR003 CSO Outfall – Cambridge, is the last of MWRA’s approved Long-Term CSO Control Plan projects to move into construction. The project is mandated by the Federal District Court Order in the Boston Harbor Case, and Schedule Seven requires MWRA to commence construction by August 2014.

RECOMMENDATION:

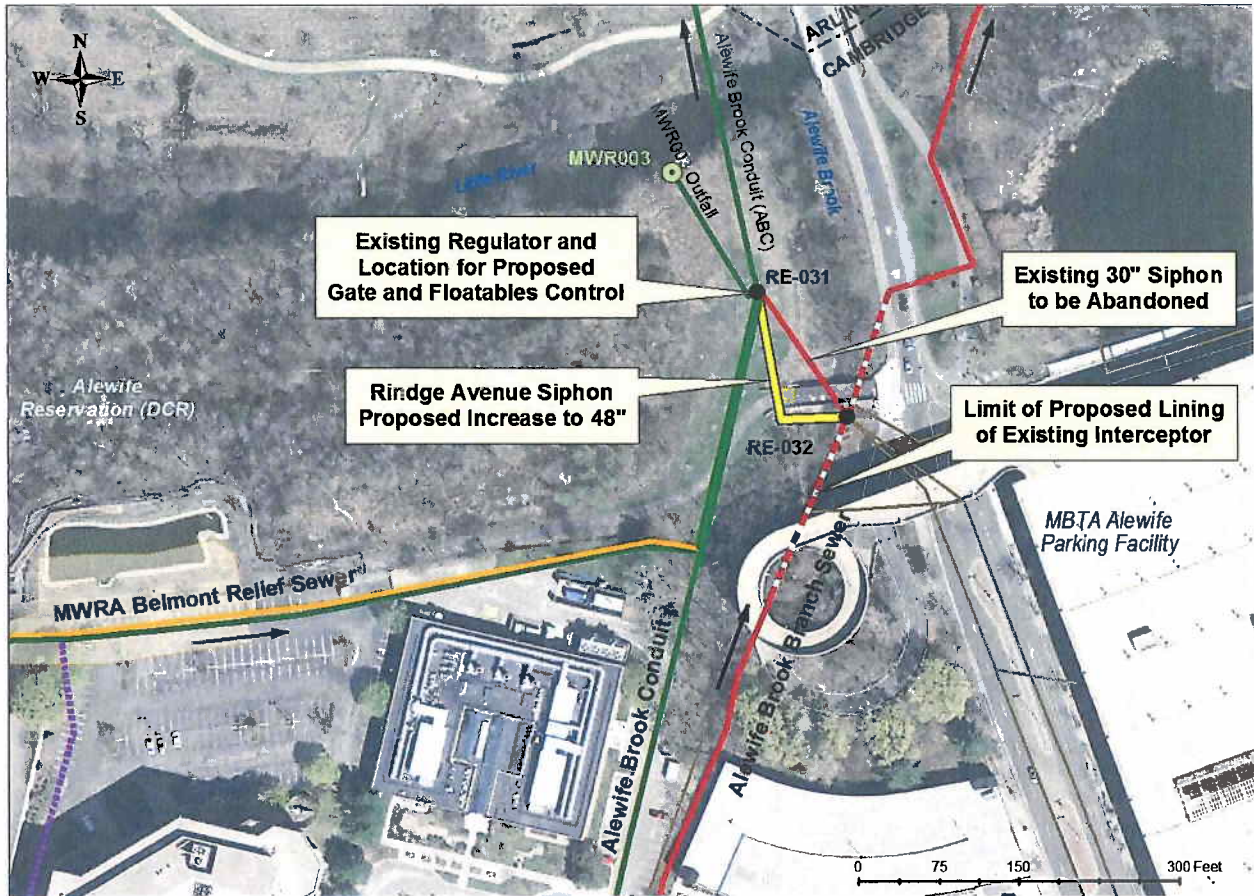
To approve the award of Contract 7409, Gate, Siphon and Floatables Control at MWR003 CSO Outfall, to the lowest responsible and eligible bidder, P. Gioioso & Sons, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute said contract in the bid amount of \$2,674,835 for a contract term of 426 calendar days from the Notice to Proceed.

DISCUSSION:

Contract 7409 will modify MWRA’s combined sewer overflow (CSO) Outfall MWR003, which is located in the Department of Conservation and Recreation’s (DCR) Alewife Brook Reservation in the City of Cambridge (see Figure 1 on page 2 and Figure 2 in Attachment 1).

The benefits of this project will be the control of CSO discharges at Outfall MWR003, and overflow relief and system flood control to MWRA’s Alewife Brook Sewer and Alewife Brook Conduit and tributary local sewers in extreme storms. The contract includes installation of an underflow baffle to capture floatable materials in the remaining discharges at Outfall MWR003; replacement of the existing static overflow weir with an automated, electric-powered weir gate to improve system relief in extreme storms; and replacement of an existing 30-inch overflow siphon with a 48-inch overflow siphon that will both enhance the conveyance capacity of the MWRA interceptors and increase overflow capacity. The higher overflow capacity for extreme storms is necessary, in part, to compensate for the planned closing of nearby Outfall CAM004

Figure 1: MWR003 Project



with completion of the CAM004 sewer separation project by the City of Cambridge in December 2015.

This contract also includes the installation of a cured-in-place liner within a 500-foot section of the 23-inch by 33-inch Alewife Brook Sewer adjacent to Outfall MWR003. This portion of the interceptor, constructed in 1893, has a recent history of structural problems.

Contract 7409 was designed by Fay, Spofford & Thorndike, LLC (FS&T) under Contract 6952, which also includes construction administration and resident inspection services for the project.

Procurement Process

Contract 7409 was advertised on May 27, 2014, and competitively bid in accordance with Massachusetts General Laws, Chapter 30. Bids were received and opened on June 26, 2014, from three contractors, as follows:

<u>Bidders</u>	<u>Bid Amount</u>
<i>Engineer's Estimate</i>	\$1,818,275
P. Gioioso & Sons, Inc.	\$2,674,835
Albanese D & S, Inc.	\$2,793,589
R. Zoppo Corp.	\$2,830,500

The three bids are within 5.8% of each other, an indication of the reasonableness of the low bid, which is higher than the Engineer's Estimate. After reviewing the bids, the Designer, FS&T, explained that several factors contributed to the lower Engineer's Estimate. FS&T acknowledged that the Engineer's Estimate did not adequately reflect the costs associated with the reduced productivity resulting from the site restrictions (Alewife Reservation, MBTA station, City of Cambridge access, and wetlands) where the work will take place, the requirement to maintain DCR bike path access, and DCR's request that no equipment or materials be stored on site stating that these considerations were "intangibles" that were difficult to accurately assess. FS&T also noted that the Engineer's Estimate did not include the cost of increasing the square footage of steel sheeting left in place that was changed by addendum, which would have increased the estimate by almost \$200,000.

After reviewing the bid, and after subsequent discussions with P. Gioioso & Sons, Inc., MWRA staff and FS&T are of the opinion that the Contractor understands the full scope of work under this contract and its bid price is reasonable and complete and includes the payment of prevailing wages, as required.

References for P. Gioioso & Sons, Inc. were checked and found to be favorable, including a favorable reference for P. Gioioso & Sons' construction of the City of Cambridge's \$5.7 million "Alewife Brook Floatables Control (Contract 4) and CAM400 Sewer Separation (Contract 13) Project," completed in 2011. This work comprised two of the six projects in MWRA's CSO control plan for Alewife Brook and included upgrades to CSO regulator structures, installation of underflow baffles for floatables control, and separation of common manholes on the City's storm drains and sewers in the Outfall CAM400 drainage area, as well as various surface restorations. The Contractor was responsive and completed the work on schedule and in accordance with the contract specifications.

MWRA and FS&T have concluded that P. Gioioso & Sons, Inc. possesses the skill, ability, and integrity necessary to perform the work under this contract, and is qualified to do so. Therefore, staff recommend that Contract 7409 be awarded to P. Gioioso & Sons, Inc. as the lowest responsible and eligible bidder.

BUDGET/FISCAL IMPACT:

The FY15 CIP includes a budget of \$1,893,220 for Contract 7409. The award amount is \$2,674,835, or \$781,615 over budget. This amount will be covered within the five-year spending cap.

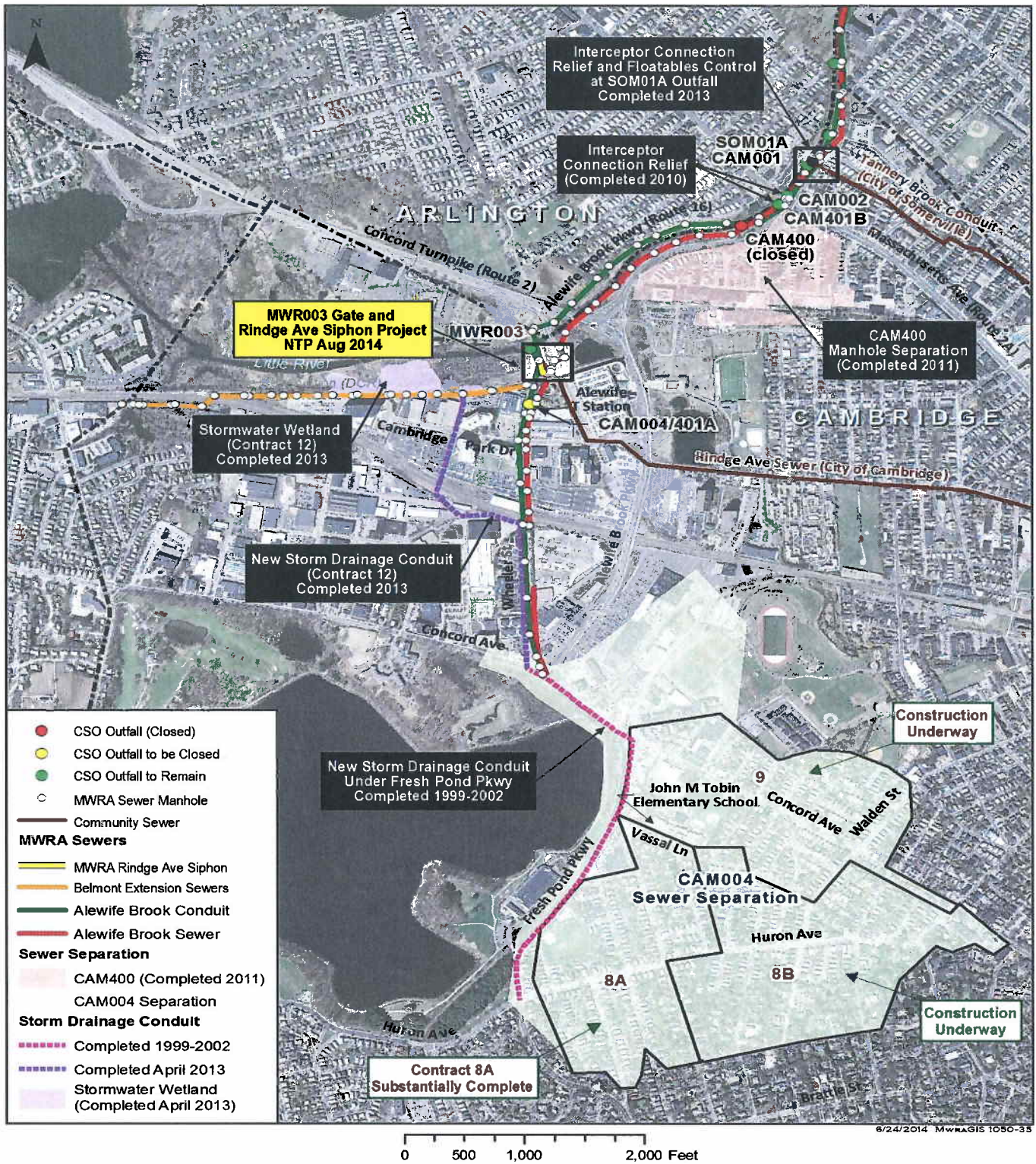
MBE/WBE PARTICIPATION:

No MBE or WBE participation requirements were established for this contract due to the limited opportunities for subcontracting.

ATTACHMENT:

Attachment 1 – Figure 2, Alewife Brook CSO Control Plan

Attachment 1
 Figure 2: Alewife Brook CSO Control Plan



STAFF SUMMARY

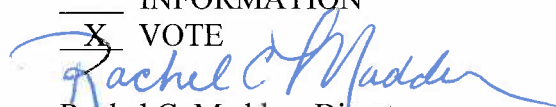
TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 16, 2014
SUBJECT: Environmental Compliance Assistance, Deer Island Treatment Plant and Pelletizing Facility
EnviroBusiness, Inc. d/b/a EBI Consulting
Contract S530

COMMITTEE: Wastewater Policy & Oversight

Leon Lataille, Environmental Manager
Preparer/Title

___ INFORMATION

VOTE


Rachel C. Madden, Director
Administration and Finance


Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To approve the recommendation of the Consultant Selection Committee to select EnviroBusiness, Inc. d/b/a EBI Consulting ("EBI Consulting") to provide environmental compliance assistance at the Deer Island Treatment Plant and at the Pelletizing Facility, and to authorize the Executive Director, on behalf of the Authority, to execute a contract with EBI Consulting in an amount not to exceed \$174,529.40 with a contract term of 36 months from the Notice to Proceed.

DISCUSSION:

Contract S530 will provide MWRA with air emissions testing services and assistance with air permit implementation for the Deer Island Treatment Plant and the Pelletizing Plant at the Fore River Shipyard in Quincy, as well as support for the Deer Island Integrated Contingency Plan¹. This contract is a successor to Contract S498, approved by the Board and awarded to EBI Consulting on July 13, 2011, which has provided similar services and will expire on August 31, 2014.

Periodic testing of air emission sources at Deer Island and at the Pelletizing Plant is continued in this contract in accordance with EPA and DEP requirements, along with additional regulatory

¹ The Integrated Contingency Plan is a compilation of spill prevention planning and emergency response procedures required by several environmental regulations, including the Spill Prevention Control and Countermeasure Plan requirements at 40 CFR 112, and the Massachusetts Hazardous Waste Regulations at 310 CMR 30.

requirements. The scope of work for this contract includes essentially the same tasks as the previous contract.



Deer Island Treatment Plant



Pelletizing Facility

The scope of services for this contract includes the following:

- Conducting air emissions testing for Deer Island's odor control facilities and combustion turbine generators, and for the Pelletizing Plant's dryer trains, in accordance with EPA and DEP requirements;
- Providing assistance in the permit renewal process for the Deer Island Clean Air Act Title V Operating Permit. The permit renewal application was submitted to DEP on June 16, 2009. DEP is preparing a draft permit, which is anticipated to be issued for public review within the next few months. (Services will be provided under a task order format, with tasks defined to meet MWRA's needs; there is an allowance of \$20,000 for this task to assist MWRA to respond to potential comments and/or changes to the permit.);
- Conducting an annual review of the Deer Island Integrated Contingency Plan to identify updates required by new regulations, and;
- Providing as-needed services under a task order format for environmental issues related to air emissions sources and the Integrated Contingency Plan that may arise during the term of the contract as a result of findings from other contract tasks, regulatory changes or decisions, or facility changes (projects will be developed in response to specific needs of MWRA such as air emissions testing, assistance with new regulations compliance, or modifications to the Integrated Contingency Plan; there is an allowance of \$50,000 for this task).

Procurement Process

Staff utilized a one-step/two-envelope Request for Qualifications/Proposals (RFQ/P), which was issued on April 23, 2014. The RFQ/P provided that the Selection Committee would identify all qualified proposers and recommend award to the qualified proposer submitting the lowest price. Three qualification statements, along with separate sealed cost envelopes, were submitted on June 6, 2014 from EBI Consulting, ESS Group, Inc. and TRC Environmental Corporation.

The Selection Committee met on June 19, 2014 to evaluate each firm's qualification statements using the following criteria: Past Performance on Authority Projects, Similar Experience/Past Performance on Similar Non-Authority Projects, Capacity/Qualifications/Key Personnel, and Technical Approach/Organization and Management Approach. The Selection Committee's task was to determine if the firms met the threshold and defined qualification standards of the RFQ/P.

The Selection Committee determined that all firms met the threshold and qualifications requirements of the contract. Each firm proposed a project team that included key staff familiar with MWRA and the Deer Island Treatment Plant and the Biosolids Processing Facility. Selection Committee members were in agreement that all firms possess sufficient capacity and expertise to successfully perform the work under this contract, and deemed all three firms to be qualified.

Proposers were required to submit cost information and to complete Cost Tables based on the scope of work provided by MWRA. The cost proposals are presented as follows:

<u>FIRM</u>	<u>COST</u>
<i>Engineer's Estimate</i>	<i>\$173,300.00</i>
EBI Consulting	\$174,529.40
ESS Group, Inc.	\$189,788.50
TRC Environmental Corporation	\$213,202.00

EBI Consulting's cost proposal is 0.7% higher than the Engineer's Estimate, 8.0% lower than ESS Group Inc.'s proposal, and 18.1% lower than TRC Environmental Corporation's proposal. In reviewing the cost proposals, staff determined that the differences among the three resulted primarily from ESS Group's hourly rates, which were the highest of the three proposals, and TRC Environmental Corporation's level of effort, which included 51.7% more hours than the EBI Consulting proposal. The Selection Committee determined that the level of effort proposed by EBI Consulting was reasonable and sufficient to complete the scope of work.

Compensation for this contract will be based upon a Guaranteed Maximum Price. The Consultant agrees to complete the Scope of Services for no more than the amount proposed, and contract's allowances are expended only upon authorization from MWRA and satisfactory completion of the work. EBI Consulting is the qualified firm with the lowest price.

Based on the terms of the RFQ/P and the cost proposals submitted, the Selection Committee recommends award of Contract S530 to EBI Consulting.

BUDGET/FISCAL IMPACT:

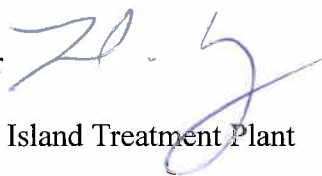
Sufficient funding for the first year of this contract is included in the FY15 Current Expense Budget. Appropriate funding will be included in subsequent Proposed CEB requests for the remaining term of the contract.

MBE/WBE PARTICIPATION:

There were no minimum MBE or WBE participation requirements established for this contract due to the specialized nature of these services and the limited opportunities for subcontracting.

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 16, 2014
SUBJECT: Cryogenic Chillers Replacement – Deer Island Treatment Plant
William M. Collins Co., Inc.
Contract 7398



COMMITTEE: Wastewater Policy & Oversight

Frank Brickelmaier, P.E., Project Manager
David F. Duest, Director, Deer Island WWTP
Richard J. Adams, Manager, Engineering Services
Preparer/Title

 INFORMATION

 X VOTE


Rachel C. Madden, Director
Administration and Finance


Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To approve the award of Contract 7398, Cryogenic Chillers Replacement – Deer Island Treatment Plant, to the lowest responsible and eligible bidder, William M. Collins Co., Inc., and to authorize the Executive Director, on behalf of the Authority, to execute said contract in the bid amount of \$3,235,800, for a contract term of 730 calendar days from the Notice to Proceed.

DISCUSSION:

The Cryogenic Facility (Cryo Plant) on Deer Island (shown on the right) provides pure oxygen that is utilized in the secondary wastewater treatment process.

The cryogenic process sequence consists of filtering, compressing, cooling, and purifying atmospheric air prior to its entry into the air separation units. The air separation units then



separate the air into gaseous oxygen, gaseous nitrogen, and smaller amounts of liquid oxygen. There are chillers downstream of the air compressors that cool the compressed air. The oxygen is then fed into the reactors to accelerate the biological process necessary to break down organic solids (scum and sludge).

The Cryo Plant consists of two process trains or systems and most of the time only one process train and one chiller must be in operation. During the warmer months, typically mid-June through October, when oxygen demand is higher, both process trains may be required.

This Project

There are three chillers in total (all three are shown on the right). The existing chillers have been in service for 18 years and no longer provide the reliability necessary to ensure uninterrupted operation. All three units require frequent servicing to address leaks. These chillers also utilize R-22 (Freon), which is an outdated and non-environmentally safe refrigerant.

Under Contract 7398, the contractor will replace all three chillers (a closer view of Chiller 1 is shown below right). The contract includes constraints to ensure the Cryo Plant continues to operate during construction. The contractor may take only one chiller out of service for demolition and replacement at a time. Each new chiller must undergo field and functional testing and an additional two weeks of operation/use by MWRA staff to confirm the new equipment is operating as specified, before the contractor will be allowed to commence work on the next unit. Also, no chiller replacement work may take place during the mid-June to October timeframe, when both process trains may be required. The third chiller must be available as a back-up for either process train.



Cryogenic Chiller 1

Procurement Process

Contract 7398 was advertised and bid in accordance with Chapter 149 of Massachusetts General Laws. Three bids were received and opened on April 24, 2014 with the following results:

Contractors	Bid Price
<i>Engineer's Estimate</i>	\$2,808,308
*General Air Conditioning and Heating, Inc.	\$2,980,000
William M. Collins Co., Inc.	\$3,235,800
J.F. White Contracting Co.	\$3,296,000

*General Air Conditioning and Heating, Inc.'s bid was rejected because it did not include pricing for several items of labor required in the bid documents. MWRA staff and the Design Engineer, Brown and Caldwell, reviewed General Air Conditioning and Heating's bid, which is 6.1% higher than the Engineer's Estimate, and interviewed the Contractor to confirm that the bid price included all elements of the work and that the Contractor understood the full nature and scope of the work. After meeting with General Air Conditioning and Heating, it was determined that the Contractor did not include the full scope of work in its bid and would not be able to complete the work for the bid price.

MWRA staff and Brown and Caldwell then reviewed William M. Collins Company's bid, which is 15.2% higher than the Engineer's Estimate and 1.86% lower than the next lowest bidder. The difference between the Engineer's Estimate and William M. Collins' bid can be attributed to the higher costs associated with control system work than was carried in the cost estimate. MWRA staff and Brown and Caldwell also interviewed William M. Collins Company and confirmed that the Contractor's bid included all elements of the work in its bid.

Staff have determined that William M. Collins Company's bid meets all of the requirements of the specifications. Based on discussions with the Contractor, staff have determined that the bid price is reasonable, complete, and includes the payment of prevailing wage rates, as required.

References were checked and found to be favorable. Staff are of the opinion that William M. Collins Company, Inc. possesses the skill, ability, and integrity necessary to successfully complete the work under this contract and is qualified to do so. Therefore, staff recommend the award of this contract to William M. Collins Company, Inc. as the lowest responsible and eligible bidder.

BUDGET/FISCAL IMPACT:

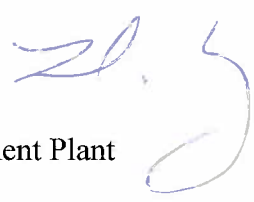
The FY15 CIP contains \$2.2 million for Contract 7398 because the budget was submitted prior to 100% design completion. The award amount is \$3,235,800 or \$1,035,800 over budget. This amount will be covered within the five-year spending cap.

MBE/WBE PARTICIPATION:

There were no MBE or WBE participation requirements established for this contract due to limited opportunities for subcontracting.

STAFF SUMMARY


TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 16, 2014
SUBJECT: Centrifuge Services - Deer Island Treatment Plant
Alfa Laval, Inc.
Contract S509, Change Order 1



COMMITTEE: Wastewater Policy & Oversight

 INFORMATION
 X VOTE

Richard J. Adams, Manager, Engineering Services
Paul Pisano, Program Manager
Preparer/Title



Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To authorize the Executive Director, on behalf of the Authority, to approve Change Order 1 to Contract S509, Centrifuge Services, Deer Island Treatment Plant, with Alfa Laval, Inc., for an amount not to exceed \$121,625, increasing the contract amount from \$447,000 to \$568,625, with no increase in contract term.

DISCUSSION:

Under Contract S509, Alfa Laval, Inc. is providing maintenance repair services and technical support services as required for MWRA's centrifuge units located in the Centrifuge Thickening Building at the Deer Island Treatment Plant. These centrifuges remove water from bulk sludge to allow efficient treatment during the sludge digestion process. Both waste sludge and digested sludge are dewatered in the centrifuges and then pumped to the egg shaped digesters to be further processed. These units were turned over to MWRA as part of the Boston Harbor Project in 1998.

There are 12 centrifuges in total (shown on the right) and maintenance and repair is essential to ensuring their continued operational reliability and optimum performance.



MWRA staff perform routine preventive maintenance on the centrifuges on a monthly basis. However, in accordance with the manufacturer's recommended service schedule, after approximately 25,000 run hours, they require a more extensive overhaul utilizing highly specialized equipment not available on site. These overhauls are complex, invasive, and, in addition to specialized equipment, require the specialized skills of experts in the field of centrifuge repair. Staff determine when the units are to be sent off site for these overhauls based on run hours, reduced performance, service monitoring, or unexpected failure. (A picture of the actual rotating assembly is shown below.)



Contract S509, approved under delegated authority in spring 2012, is a three-year contract that was to originally provide complete overhauls to five of MWRA's 12 units. MWRA staff continue to perform monthly routine preventive maintenance on these units and certain ancillary systems. The contract includes an allowance for technical support services to assist MWRA staff on an as-needed basis to address unique or unforeseen circumstances.

Under the contract, MWRA staff remove each centrifuge's rotating assembly from its frame and place it onto a flatbed trailer truck for shipment to the Contractor's repair facility where the work is completed. Upon completion of the work, the units are shipped back to Deer Island (shown below) and MWRA staff then perform all reinstallation tasks.



This Change Order

As mentioned above, the contract originally included the overhaul of five centrifuges. The number of units to be serviced, and the estimated costs, were determined by MWRA staff based upon previous contract history and reasonable assumptions regarding performance and age of the equipment. However, within the first year of the contract, five rotating assemblies and four gearbox units required maintenance service that was significantly more extensive than staff anticipated. The repairs were considered urgent because the equipment was unable to process sludge. Additionally, a complete rebuilding of two gear boxes was required.

To ensure continued maintenance and repair services through contract expiration, which is not until May 4, 2015, staff recommend that the unit price bid items and allowances listed on the following page be increased.

Replacement Parts and Mark-up \$67,875

The contract included an allowance of \$90,500 for replacement parts such as OEM bearings for the gearbox, pillow block, conveyor and belt tensioner, along with an associated mark-up. Staff estimate that an additional \$67,875 in replacement parts and mark-up will be needed for the remaining term of the contract.

Servicing of Centrifuge Units, Rotating Assemblies and Planetary Gearboxes \$40,250

The contract included 1,725 service hours at a unit price of \$100 per hour, for a total of \$172,500, to service the centrifuge units, rotating assemblies, and planetary gearboxes. Staff estimated that an additional 402.50 hours will be needed for the remaining term of the contract.

Inspection of Centrifuge Units, Rotating Assemblies, and Planetary Gearboxes \$7,500

The contract included three inspections at a unit price of \$2,500, for a total of \$7,500, to inspect the centrifuge units, rotating assemblies and planetary gearboxes. To date, all inspections have been completed. Staff estimate that an additional three inspections will be needed for the remaining term of the contract.

Transportation of Centrifuge Units, Rotating Assemblies and Planetary Gearboxes \$6,000

The contract included an allowance of \$15,000 for transportation of five centrifuge units, rotating assemblies, and planetary gearboxes to and from the Contractor's service facility in Chesapeake, Virginia. Staff estimate that an addition \$6,000 will be needed in transportation costs for the remaining term of the contract.

The approved Proposed Change Order for these items has been identified by MWRA staff as an unforeseen condition.

CONTRACT SUMMARY:

	<u>Amount</u>	<u>Time</u>	<u>Dated</u>
Original Contract:	\$447,000.00	1,095 Days	05/04/12
Change Order 1:	<u>\$121,625.00</u>	<u>0 Days</u>	Pending
Adjusted Contract:	\$568,625.00	1,095 Days	

BUDGET/FISCAL IMPACT:

The cost of this change order will be absorbed within the FY15 Current Expense Budget.

MBE/WBE PARTICIPATION:

Due to the limited opportunities for subcontracting, no MBE/WBE participation requirements were established for this contract.

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the Water Policy and Oversight Committee

June 25, 2014

A meeting of the Water Policy and Oversight Committee was held on June 25, 2014 at the Authority headquarters in Charlestown. Chairman Pappastergion presided. Present from the Board were Ms. Wolowicz and Messrs. Barrera, Carroll, Cotter, Flanagan, Foti, Vitale and Walsh. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Pam Heidell, Mike Hornbrook, Steve Estes-Smargiassi, Nava Navanandan, Fred Brandon, and Bonnie Hale. The meeting was called to order at 11:05 a.m.

Approvals

*Stoughton First Amended Water Supply Continuation Agreement

The Committee recommended approval of the Agreement (ref. agenda item A.1).

The meeting recessed at 11:05 a.m. and reconvened at 11:15 a.m.

Information


Staff gave presentations on the following two subjects, and there was general discussion:

- Contaminant Monitoring System Tuning and Planning for Response
- Metropolitan Tunnel Redundancy Planning.

The meeting adjourned at approximately 11:45 a.m.

* Approved as recommended at June 25, 2014 Board of Directors meeting.

STAFF SUMMARY


TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 16, 2014
SUBJECT: Quabbin Power, Communication, and Security Improvements
EDA2 Inc.
Contract 7461


COMMITTEE: Water Policy & Oversight

A. Navanandan, P.E., Chief Engineer
Paul Rullo, P.E., Program Manager
Preparer/Title

INFORMATION

VOTE


Rachel Madden, Director
Administration and Finance


Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To approve the recommendation of the Consultant Selection Committee to award Contract 7461, Quabbin Power, Communication, and Security Improvements: Design, Engineering Services During Construction, and Resident Engineering and Inspection Services, to EDA2 Inc. and to authorize the Executive Director, on behalf of the Authority, to execute said contract in the amount of \$813,905.08 for a contract term of 48 months from the Notice to Proceed. The Notice to Proceed for grant eligible work shall not be issued until a signed contract between MWRA and the Massachusetts Emergency Management Agency has been executed.¹

BACKGROUND:

MWRA staff have made significant improvements in securing MWRA's facilities through the installation of gates, barriers, intrusion alarms, motion detection sensors, closed-circuit television surveillance cameras, card access readers, control system, and the associated software, recorders, and servers. Protecting critical water and wastewater facilities is one of MWRA's highest priorities, requiring constant monitoring and review, with updates when required due to technological advances and use changes at facilities.

1. MWRA submitted a Hazards Mitigation Grant Application for the upgrade of the overhead electric line from Winsor Power Station to the Quabbin Lookout Tower to FEMA in 2013. The Massachusetts Emergency Management Agency and Department of Conservation and Recreation subsequently recommended the project to FEMA for FEMA funding, and in recent months MWRA has been coordinating with MEMA/FEMA as the project awaits an anticipated obligation of funds from FEMA for approximately \$450,000, which is 75% of the anticipated engineering and construction costs of the Quabbin Power Line Upgrade.

MWRA's Security and Emergency Preparedness Task Force, comprised of a cross-divisional combination of MWRA staff, has recommended increased security at the following key western locations: Chicopee Valley Aqueduct Intake Building/Winsor Dam in Belchertown, Winsor Power Station in Belchertown, Quabbin Boat Cove in Ware, and Quabbin Aqueduct Shaft 12 Intake Building/Service Building in Hardwick (see Attachments 1 and 2).

DISCUSSION:

This professional services contract will provide design, engineering services during construction, and resident engineering and inspection services for installation of intrusion detection equipment, closed-circuit television cameras, video monitoring stations, card readers, and appurtenances at the above locations. To support the proposed security equipment at the aforementioned facilities, design and construction services of overhead power and communication lines will be provided to bring power to Quabbin Aqueduct Shaft 12 from Greenwich Road in Hardwick.



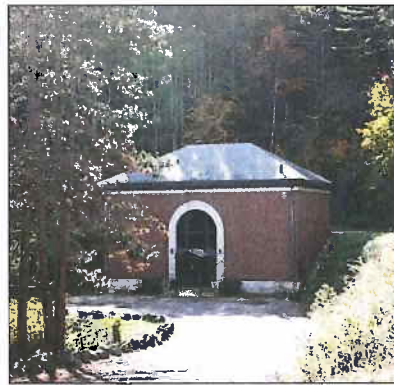
Quabbin Aqueduct Shaft 12 Intake Building

This contract also includes design and construction services to upgrade the existing overhead power line from Winsor Power Station to the Quabbin Lookout Tower. The existing power line was installed in 1942 and has been subject to more than 80 repairs, and, in the last five years has sustained three outages. This electrical upgrade is eligible for a FEMA grant. The Quabbin Tower served by the power line enables the communication of vital water quality, flow, pressure and system monitoring data required for water supply to MWRA's Chicopee Valley Aqueduct service area. The DCR also uses a radio system powered by the line in its watershed management operations. In addition, the Ware Police and Fire depend upon the tower for emergency broadcasting and operations, as does the State Police.

Finally, this contract also includes the design and construction services to convert the communication of existing security equipment at Quabbin Disinfection Facility and Nash Hill Tanks in Ludlow from point-to-point signal transmission to Verizon multi-protocol label switching.



Quabbin Aqueduct Shaft 12 Service Building



Winsor Power Station



Chicopee Valley Aqueduct Intake Building

Procurement Process

MWRA utilized a one-step Request for Qualifications Statements/Proposals (RFQ/P) process. The Selection Committee established Evaluation Criteria for the RFQ/P with points as follows: Cost (40 points); Qualifications and Key Personnel (20 points); Past Performance on Authority Projects (20 points); Experience/Past Performance on Similar Non-Authority Projects (10 points); Technical Approach & Capacity/ Organizational and Management Approach (10 points).

MWRA directly delivered the Advertisement of the RFQ/P to eleven potential consultant firms to promote interest of the project to potential responders. On June 6, 2014, proposals were received from the following two firms: EDA2 Inc. (EDA2) and Fay Spofford & Thorndike, LLC (FS&T). The following represent the cost and level of effort proposed by each firm:

Proposer	Proposed Cost	Level of Effort
EDA2	\$813,905.08	8,070 hours
FS&T	\$996,946.63	7,614 hours

On June 23, 2014 the Selection Committee met to evaluate and rank the proposals with the following results:

Proposer	Total Final Score	Order of Preference* Points	Ranking
EDA2 Inc.	401	5	1
FS&T	368	10	2

*Order of Preference represents the sum of the individual Selection Committee member's 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."

The Selection Committee unanimously voted to award the project to EDA2. EDA2's proposal included well-qualified and diversified project personnel who have relevant experience in the design of security systems and power distribution.

EDA2 has managed, or participated in, many security projects for MWRA, including Contract 6760W Security Improvements at Various Facilities, Security Improvements at Chelsea Screen House, the security portions of the Ultraviolet Disinfection facilities at Carroll Treatment Plant, and Quabbin Ultraviolet Disinfection facilities.

The Selection Committee also felt that EDA2 demonstrated a full understanding of the project requirements in its Technical Approach. EDA2's total proposed cost was approximately 18% lower than FS&T's proposed cost and EDA2's proposed hours were 6% higher than FS&T's proposed hours, which the Selection Committee attributed to EDA2's lower indirect cost rate. The Selection Committee concluded that the FS&T team, although capable of performing the work, did not have the security experience offered by the EDA2 team.

Based on the unanimous first-ranking of the Selection Committee, staff recommend the award of this contract to EDA2 in the amount of \$813,905.08.

BUDGET/FISCAL IMPACT:

The FY15 CIP includes a budget of \$700,000 for Contract 7461; the recommended contract amount is \$813,905.08 or \$113,905 over budget. This amount will be covered within the five-year CIP spending cap. The contract includes several additional items in the scope of work that were not included in the FY15 CIP. These items include conversion of the existing security communication to Verizon multi-protocol label switching at Nash Hill Tanks and Quabbin Disinfection Facility, integration of power and communication to the Winsor Power Station, and lighting at the Quabbin Reservoir Boat Cove. Also the effort required for construction administration and environmental permitting was increased while preparing the detailed scope of services. MWRA has applied for reimbursement for approximately \$450,000 of the total project cost through a MEMA/FEMA hazards Mitigation Grant for a portion of this contract.

MBE/WBE PARTICIPATION:

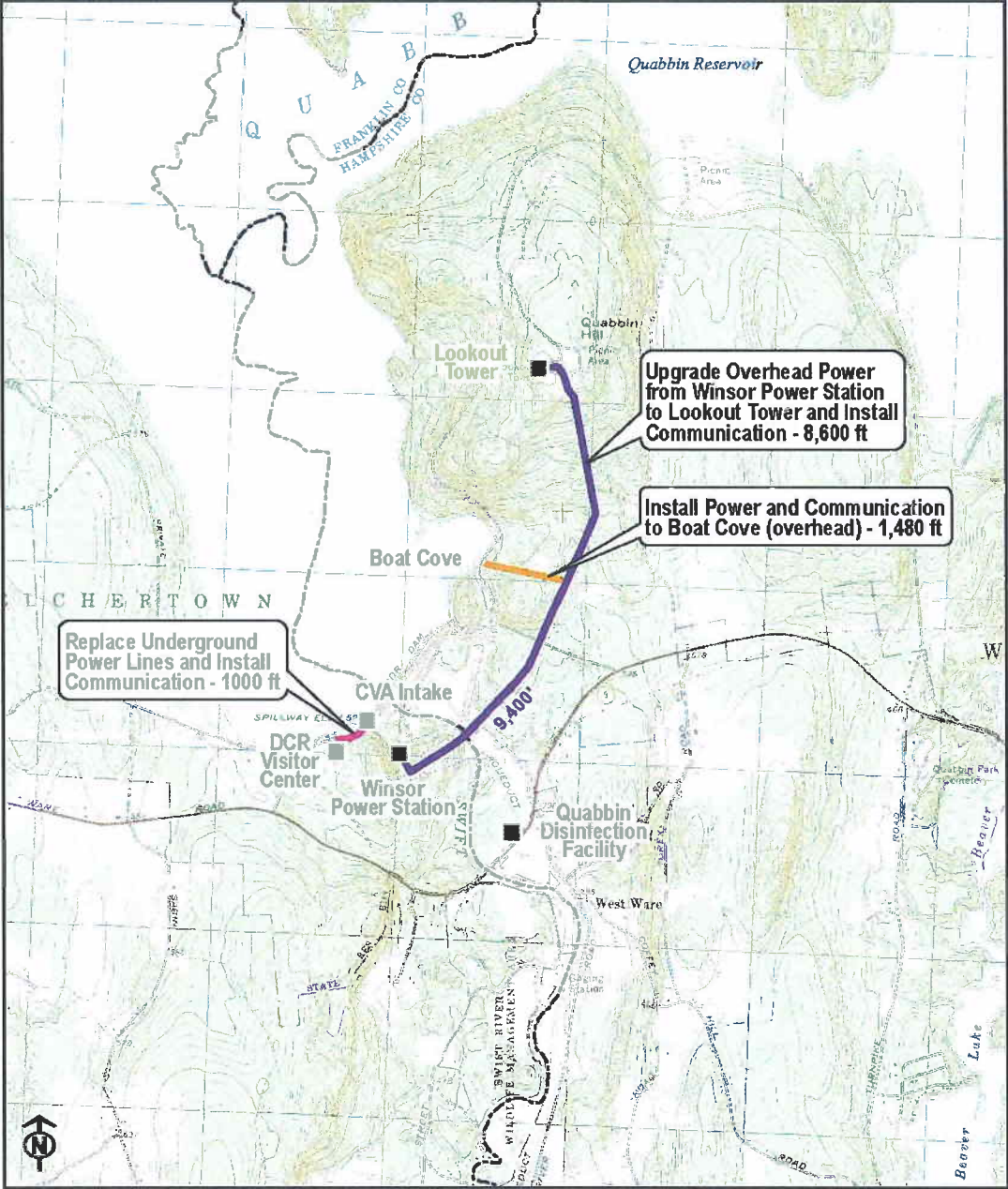
There were no MBE or WBE participation requirements established for this contract due to the specialized nature of the work and limited opportunities for subcontracting. However, EDA2 has proposed to assign 25.06% of the contract work to SDE, Inc., and 2.46% of the contract work to Holmburg & Howe, both WBE firms.

ATTACHMENTS:

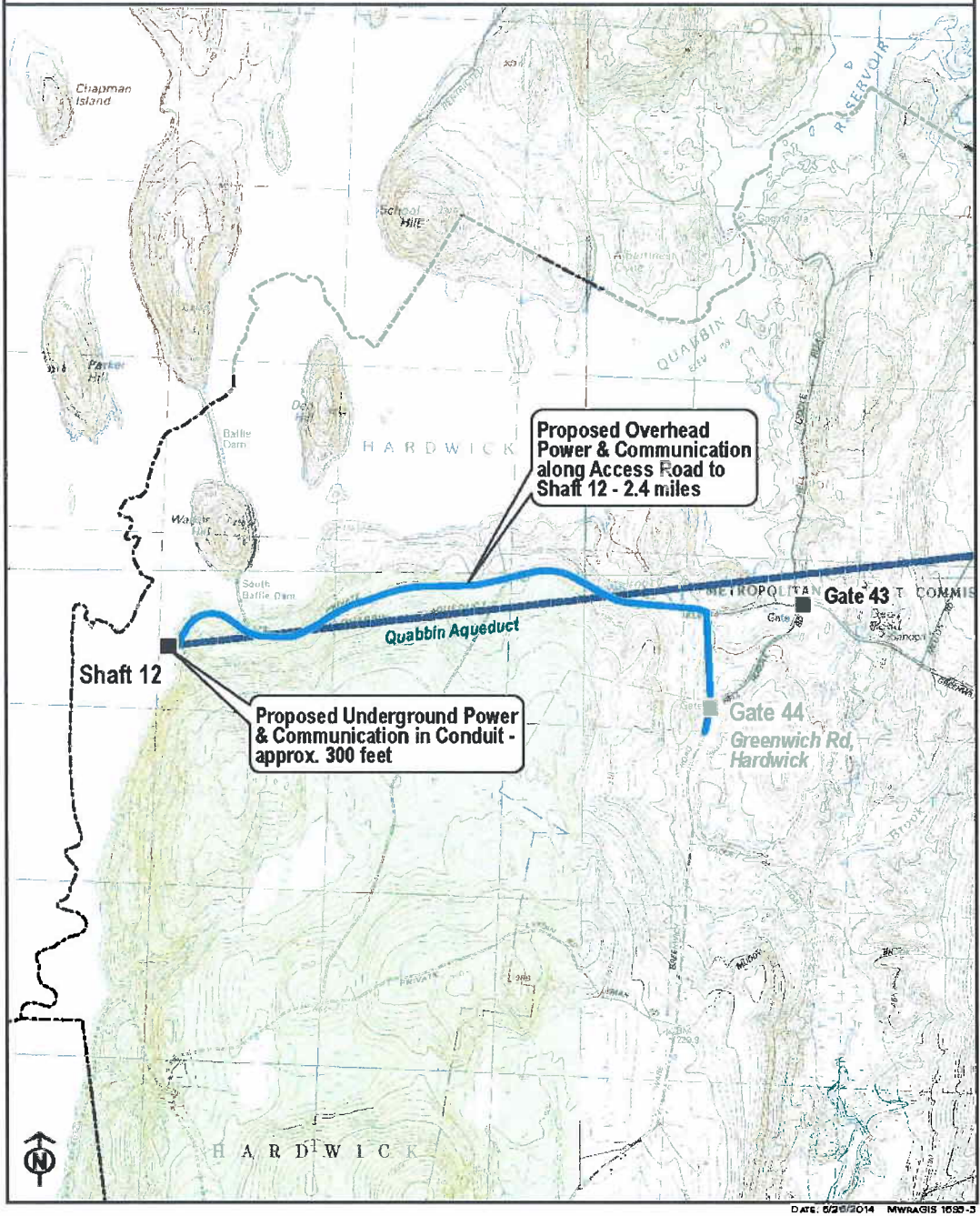
Attachment 1 - Chicopee Valley Aqueduct Intake and Winsor Power Station Area

Attachment 2 - Quabbin Aqueduct Shaft 12 Area

Attachment 1
Chicopee Valley Aqueduct Intake
and Winsor Power Station Area
July 2014



Attachment 2
Quabbin Aqueduct Shaft 12 Area
July 2014



MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the
Personnel and Compensation Committee

June 25, 2014

A meeting of the Personnel and Compensation Committee was held on June 25, 2014 at the Authority headquarters in Charlestown. Chairman Cotter presided. Present from the Board were Ms. Wolowicz and Messrs. Barrera, Carroll, Flanagan, Foti, Pappastergion, Vitale and Walsh. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Bob Donnelly, and Bonnie Hale. The meeting was called to order at 11:05 a.m.

Approvals

***PCR Amendments – June 2014**

The Committee recommended approval of an amendment to the Position Control Register (ref. agenda item A.1).

***Appointment of Program Manager, SCADA Engineering**

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

***Appointment of Construction Coordinator**

The Committee recommended approval of the appointment of Mr. Jeremiah Sheehan (ref. agenda item A.3).

***Appointment of Construction Coordinator**

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

The meeting adjourned at 11:10 a.m.

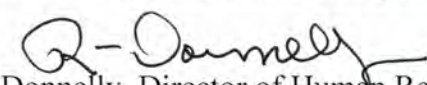
* Approved as recommended at June 25, 2014 Board of Directors meeting.


STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 16, 2014
SUBJECT: July PCR Amendments



COMMITTEE: Personnel and Compensation


Robert Donnelly, Director of Human Resources
Joan C. Carroll, Manager Compensation
Preparer/Title

INFORMATION
 VOTE

Rachel C. Madden
Director, Administration & Finance

RECOMMENDATION:

To approve the amendments to the Position Control Register (PCR) included in the attached chart¹.

DISCUSSION:

The PCR amendments included in this package reflect organizational changes aimed at improving the cost-effectiveness, structural soundness and staffing patterns within the Administration and Finance Division.

These amendments are:

1. A title and grade change to a filled position (Deputy Accounts Payable Manager to Sr. Accounts Payable Specialist) to reflect the appropriate organizational and supervisory structure in the Controller Department, A & F Division.
2. A title and grade change to a filled position (Payables Supervisor to Administrator, Accounts Payable) to reflect the appropriate organizational and supervisory structure in the Controller Department, A & F Division.

The first amendment requires approval by the Personnel and Compensation Committee. The second amendment requires Board approval after review by the Personnel and Compensation Committee.

¹ The Position Control Register lists all regular positions in this fiscal year's Current Expense Budget. Any changes to positions during the year are proposed as amendments to the PCR. The Personnel and Compensation Committee of the Board of Directors must approve all PCR amendments. In addition, any amendments resulting in an upgrade of a position by more than one grade level or increasing a position's annual cost by \$10,000 or more must be approved by the Board of Directors after review by the Personnel and Compensation Committee.

BUDGET/FISCAL IMPACT:

The annualized budget impact of these PCR amendments is \$8,715. Staff will ensure that any cost increase associated with this PCR amendment will not result in spending over the approved FY15 Wages and Salaries budget.

ATTACHMENTS:

New/Old Job Descriptions

**MASSACHUSETTS WATER RESOURCES AUTHORITY
POSITION CONTROL REGISTER AMENDMENTS
FISCAL YEAR 2015**

PCR AMENDMENTS REQUIRING PERSONNEL & COMPENSATION COMMITTEE APPROVAL - July 16, 2014

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
P1	Admin & Finance Controller 4310010	F	T, G	Deputy Accounts Payable Manager	6	9	Sr. Accounts Payable Specialist	6	10	\$74,040	\$78,300 - \$78,300	\$4,260 - \$4,260	To reflect the appropriate organizational and supervisory structure in the Controller Department
PERSONNEL & COMP COMMITTEE TOTAL=					1		TOTAL:					\$4,260 - \$4,260	

PCR AMENDMENTS REQUIRING BOARD APPROVAL-July 2014

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	Admin & Finance Controller 4310006	F	T, G	Payables Supervisor	1	22	Administrator, AP	1	24	\$74,918	\$79,373 - \$79,373	\$4,455 - \$4,455	To reflect the appropriate organizational and supervisory structure in the Controller Department
BOARD TOTAL =					1		SUBTOTAL:					\$4,455 - \$4,455	
GRAND TOTAL =					2		TOTAL ESTIMATED COSTS:					\$8,715 - \$8,715	

Legend:
V = Vacant position, F = Filled position
T = Title change, L = Location change; transfer to another Cost Center, G = Grade Change, SA= Salary Adjustment, E = Elimination.



MWRA
POSITION DESCRIPTION

POSITION: Senior Accounts Payable Specialist

PCR#:

DIVISION: Administration & Finance

DEPARTMENT: Controller

BASIC PURPOSE:

Ensures that payments for goods and services are in accordance with the Authority's policies and procedures and contract terms. Ensures accurate and timely payments are made to contractors and consultants. Performs duties of Administrator, Accounts Payable in her/his absence.

SUPERVISION RECEIVED:

Works under the general supervision of the Administrator, Accounts Payable.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in recommending policies and procedures for processing of invoices.
- Adds and maintains Lawson vendor records.
- Processes accounting code adjustment requests.
- Performs invoice reinstatement for voided checks/EFT.
- Prepares monthly invoice processing report for Yellow Notebook.
- Creates and maintains capital and current expense contract files.

- Reviews contract invoices for proper documentation.
- Conducts training in accounts payable procedures for Authority staff and provides on-going advice to all accounts payable staff in the divisions.
- Assists in identifying accounts payable systems needs and works with MIS to address defined needs.
- Directs and/or researches vendor inquiries.
- Interfaces with the accounting and treasury units.

SECONDARY DUTIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Knowledge of accounting principles as normally attained through a four (4) year college program in accounting, business administration or a related field; and
- (B) Understanding of accounts payable, automated accounting system issues, vendor-contractor terms and interpretation of contract language as acquired through Two (2) to four (4) years of experience in the accounting field, including one (1) year in a supervisory capacity; or
- (C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Experience and capability in the use of personal computers.
- (B) Excellent interpersonal, written and oral communication skills are required.

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 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.

The employee must occasionally lift and/or move up to 10 pounds. 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 must occasionally work near moving mechanical parts called Lektriever files.

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

July 2014

MWRA
POSITION DESCRIPTION

OLD

POSITION: Payables Supervisor

PCR#:

DIVISION: Finance

DEPARTMENT: Treasury

BASIC PURPOSE:

Supervises the Accounts Payable Section to ensure the MWRA's payments for goods and services are paid in an accurate and timely manner.

SUPERVISION RECEIVED:

Works under the general supervision of the Accounts Payable Manager.

SUPERVISION EXERCISED:

Exercise close supervision of accounts payable staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Functions as the Accounts Payable Manager, including month end closing, in the event of his/her absence.
- Assists in processing of the CIP and CEB payments.
- Assists with review and processing of vouchers.
- Reviews NPO invoices for completeness and accuracy.
- Coordinates processing of travel vouchers with divisional staff.
- Maintains accounts payable processing schedule.
- Assures Authority-wide compliance with established procedures.
- Updates and maintains Lektriver files.

- Assists in the preparation of weekly check/EFT processing.
- Directs scheduling of invoice payments.
- Works with divisional staff and MIS to process MVP payments.
- Trains divisional staff in accounts payable procedures.
- Conducts performance evaluations for accounts payable staff.
- Directs and/or researches vendor inquiries.

SECONDARY DUTIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Knowledge of accounting principles as normally attained through a two (2) year college program in accounting, business administration or related field; and
- (B) Understanding of accounts payable as acquired by two (2) to four (4) years experience in accounts payable or a related field with a minimum of one (1) year of supervisory experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of office machines and familiarity with personal computers required.
- (B) Excellent interpersonal, oral and written communications skills required.

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 the essential duties.

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.

The employee must occasionally lift and/or move up to 10 pounds. 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 must occasionally work near moving mechanical parts called Lektriever files.

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

September 2007

MWRA
POSITION DESCRIPTION

NEW

POSITION: Administrator, Accounts Payable

PCR#:

DIVISION: Administration & Finance

DEPARTMENT: Controller

BASIC PURPOSE:

Supervises the Accounts Payable Unit to ensure the MWRA's payments for goods and services are paid in an accurate and timely manner in accordance with Authority policies, procedures and contract terms.

SUPERVISION RECEIVED:

Works under the general supervision of the Controller.

SUPERVISION EXERCISED:

Exercise close supervision of accounts payable staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the Accounts Payable Unit. Sets standards for performance, establishes processing schedules and monitors adherence to the standards and schedules.
- Prepares the weekly check/EFT processing run.
- Performs monthly and year end closing.
- Prepares annual Form 1099 filing.
- Assists in processing of the CIP and CEB payments.
- Assists with review and processing of vouchers.
- Review non-PO invoices for completeness and accuracy.
- Coordinates processing of travel vouchers with divisional staff.

- Maintains accounts payable processing schedule.
- Assures Authority-wide compliance with established procedures.
- Updates and maintains Lektriver files.
- Directs scheduling of invoice payments.
- Works with divisional staff and MIS to process MVP payments.
- Trains divisional staff in accounts payable procedures.
- Conducts performance evaluations for accounts payable staff.
- Directs and/or researches vendor inquiries.
- Identifies systems needs for controlling and reporting of accounts payable information and works with MIS to achieve objectives.

SECONDARY DUTIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Knowledge of accounting principles as normally attained through a four (4) year college program in accounting, business administration or related field; and
- (B) Understanding of accounts payable as acquired by five (5) to seven (7) years experience in accounts payable or a related field with a minimum of two (2) years of supervisory experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of office machines and familiarity with personal computers required.
- (B) Excellent interpersonal, oral and written communications skills required.

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.

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July 2014