

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
1600 Battle Creek Road
Morrow, Georgia 30260
October 1, 2015

Present at the meeting were: Chairman John Chafin, Vice Chairman Rodney Givens, Secretary/Treasurer John Westervelt, Board Member Marie Barber, Board Member Sophia Haynes, Board Member Elizabeth G. Armstrong, Board Member Dr. Cephus Jackson, General Manager Mike Thomas, Assistant General Manager Bernard Franks, Legal Counsel Steve Fincher, Executive Coordinator Amanda LaPierre, and other CCWA staff and visitors.

Chairman John Chafin called the meeting to order at 1:30 p.m.

Invocation

Dr. Cephus Jackson introduced Brent Taylor to give the invocation.

Adoption of Agenda

UPON MOTION by Dr. Cephus Jackson and second by Elizabeth G. Armstrong, to adopt the amended agenda to include an Executive Session in order to discuss personnel and legal issues, it was unanimously

RESOLVED to approve the amended agenda as proposed.

Approval of Minutes

Chairman John Chafin called for any omissions or additions to the minutes of the Regular Board Meeting of September 3, 2015.

UPON MOTION by Rodney Givens and second by Marie Barber, it was unanimously

RESOLVED to approve the amended Board Meeting Minutes of September 3, 2015.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending August 31, 2015.

Recognition

CCWA Safety Awards. Risk Manager Karen Riser presented the 2015 CCWA Safety Awards to the winners of each classification category.

New Business

W.B. Casey WRF Improvements Bid Recommendation: Water Reclamation Department Manager Chris Hamilton presented a recommendation on awarding the bid and alternates #1-5 for the W.B Casey WRF Improvements along with approval of two separate task orders for services during construction to Jacobs Engineering and CH2M.

Bid Summary

| Bidder | Bid Total |
|---|--|
| Heavy Constructors, Inc. 1596 Lower Roswell Rd Marietta, GA - 30068 | Base Bid Total \$13,376,661.07 Alternate No. 1 \$351,814.00 Alternate No. 2 \$81,000.00 Alternate No. 3 \$23,000.00 Alternate No. 4 \$251,000.00 Alternate No. 5 \$31,500.00 Bid Total \$14,114,975.07 |
| Crowder Construction Company 1111 Burma Dr. Apex, NC - 27539 | Base Bid Total \$13,953,000.00 Alternate No. 1 \$361,000.00 Alternate No. 2 \$82,000.00 Alternate No. 3 \$24,000.00 Alternate No. 4 \$122,000.00 Alternate No. 5 \$63,000.00 Bid Total \$14,605,000.00 |
| Layne Heavy Civil, Inc. 300 E. Broad Fairburn, GA - 30213 | Base Bid Total \$14,214,000.00 Alternate No. 1 \$125,000.00 Alternate No. 2 \$95,000.00 Alternate No. 3 \$24,000.00 Alternate No. 4 \$235,000.00 Alternate No. 5 \$72,000.00 Bid Total \$14,765,000.00 |
| R.T.D. Construction, Inc. 5344 9 th St | Base Bid Total \$15,189,952.00 Alternate No. 1 \$338,610.00 |

| | | |
|-------------------------|-----------------|-----------------|
| Zephyrhills, FL - 33542 | Alternate No. 2 | \$78,524.00 |
| | Alternate No. 3 | \$21,956.00 |
| | Alternate No. 4 | \$268,089.00 |
| | Alternate No. 5 | \$105,267.00 |
| | Bid Total | \$16,002,398.00 |

SLBE Summary:

- Contract Goal of 15%. (Goal only; SLBE use not required by program).
- All 4 bidders met the SLBE requirements by making their Good Faith Effort along with completing and signing all the forms.

| SLBE Utilization: | # SLBE's Contacted | # SLBE Quotes Received | # of SLBE Proposed Using | % of Bid Amount |
|-------------------------|--------------------|------------------------|--------------------------|-----------------|
| Heavy Constructors Inc. | 25 | 1 | 1 | 2.0% |
| Crowder Construction | 44 | 15 | 3 | 6.1% |
| Layne Heavy | 14 | 1 | 0 | 0.0% |
| RTD Construction | 24 | 3 | 1 | 0.3% |

Due to Heavy Constructors Inc. efforts CCWA has a newly certified SLBE vendor, Jackson Plumbing.

Recommendation:

- Base Bid \$13,376,661.07
- Alternate No. 1 \$351,814.00 – Rebuild Existing Fine Screens at Preliminary Treatment
- Alternate No. 2 \$81,000.00 – Installation of Optiflow Baffle on Existing Grit Chamber
- Alternate No. 3 \$23,000.00 - Upgrade to Stainless Steel Enclosure for New Drum Screen

- Alternate No. 4 \$251,000.00 – Replacement of Existing Control Gates at Preliminary Treatment
- Alternate No. 5 \$31,500.00 – Installation of Actuators on Inlet Gates to All 3 BRB Basins
- Bid Total \$14,114,975.07

Task Order Recommendation

The purpose of these task orders is to provide Services During Construction for the W.B. Casey WRF 2015 Improvements project. The detailed design was completed in two parts; the Preliminary Treatment Unit improvements design was completed by Jacobs Engineering Group (Jacobs) and the 4th Secondary Clarifier designed by CH2M. The specifications and drawings for both designs were combined and advertised as one construction project; Jacobs led the bidding services.

Jacobs will lead the Construction Management and Inspection services for the 20-month project and the services outlined in the task order will assist CCWA with:

- Administering the construction contract
 - Holding pre-construction conference and 20 monthly construction meetings
 - Providing review of pay applications
 - Tracking and review of submittals and shop drawings
 - Tracking, review, and response development to contractor requests for information
 - Evaluation and issuance of allowance directives
 - Review of contractor change order proposals
- Verifying the Contractor's work is in compliance with the contract documents
- Responding to questions and issues that arise during construction
- 75 percent time for Construction Project Manager
- Contract closure activities and development of Record Drawings

CH2M, as the design lead for the new 4th secondary clarifier and clarifier rehabilitation, will provide support for clarifier related items as needed which may include:

- Review of shop drawings, samples, and submittals
- Review of requests for substitution of materials and equipment
- Review and provide responses for interpretations of contract documents
- Attendance at monthly construction meetings, periodic site visits, start-up and commissioning services, etc. as needed

CCWA Project Manager – Jeff Winston

Jacobs Project Manager – Randy Viar
Jacobs Task Order Value - \$1,352,600*
*32% SLBE Participation

CH2M Project Manager – Chris Carr
CH2M Task Order Value - \$91,624

Total SDC Task Orders - \$1,444,224

Funding Source: RE 199

UPON MOTION by Dr. Cephus Jackson and second by John Westervelt, the vote was in favor: John Chafin, John Westervelt, Marie Barber, Sophia Haynes and Dr. Cephus Jackson. Opposed: Rodney Givens and Elizabeth G. Armstrong.

RESOLVED to approve staff recommendation to award the bid and alternates #1-5 for the W. B. Casey WRF Improvements to Heavy Constructors, Inc. along with approving two separate task orders for services during construction to Jacobs Engineering and CH2M at a total cost of \$15,559,499.07. Motion carried.

Water Production and Water Reclamation Facility Evaluations: Program Management and Engineering Department Manager Kelly Taylor presented a recommendation on awarding the bid for the Water Production and Water Reclamation Facility Evaluations.

During the development of the 2015 Update of the Strategic Master Plan (SMP), multiple large capital needs were identified at several of the water production and water reclamation facilities. As discussions progressed on the impact of the quantity and location of future growth on our water and wastewater flow projections, as well as the multitude of capital needs at our facilities, it was determined two additional SMP projects were needed. Project 300 (Water Production Facility Evaluation) and Project 700 (Water Reclamation Facility Evaluation) were identified to evaluate and determine the optimal configuration for CCWA's water production and water reclamation facilities in the future.

The newly released Planning District projections for Clayton County as well as the Master Plan projections and wholesale water and wastewater assumptions identified in the 2015 SMP will be reviewed to determine the projections this study will be based on. Alternatives will be developed to address near-term (2025), mid-term (2035) and long term (2050) needs. Combinations of alternatives will be grouped into scenarios and a subset of those scenarios will be selected for more detailed engineering analysis. Due to the way CCWA's water and wastewater systems are interconnected, it was decided the facility evaluations should be conducted under one planning study so we can understand

the impacts of the scenarios on the system as a whole. Additionally, the hydrologic budget tool will be utilized to perform initial screening of the scenarios.

Once the selected scenarios are scored, a Summary and Recommendations report will be developed outlining the following:

- Selected Water Demands and Wastewater Flows
- Methodology used to develop Zones, Alternatives, and Scenarios
- Water Production Zones, Alternatives, and Scenarios
- Evaluation of Initial Conceptual Scenarios and Evaluation of Final Scenarios
- Water Reclamation Zones, Alternatives, and Scenarios
- Evaluation of Initial Conceptual Scenarios and Evaluation of Final Scenarios
- Development of Decision Model
- Scenario Prioritization
- Recommendation for Facility Configuration and Implementation Schedule

Staff recommended awarding the bid to CH2M for Water and Wastewater Facility Evaluations in the amount of \$299,406.00.

UPON MOTION by Rodney Givens and second by Marie Barber, it was unanimously

RESOLVED to award the bid to CH2M for the amount of \$299,406.00.

Annual HVAC Maintenance for Trane Equipment Bid Recommendation: General Services Department Manager Marshall Maddox presented a recommendation on awarding the bid for Annual HVAC Maintenance for Trane Equipment.

Bids received are summarized below:

Bid Opening Date: September 1, 2015 at 3:00 p.m. EST

| | <u>Addison Smith</u> | <u>5 Seasons Mechanical</u> | <u>L.H.A.C.</u> | <u>Maxair</u> | <u>Trane</u> |
|--------------------------|----------------------|-----------------------------|---------------------|---------------------|---------------------|
| Annual Bid Amount | \$ 37,000.00 | \$ 13,028.00 | \$ 71,566.00 | \$ 59,239.00 | \$ 70,348.00 |

Recommendation:

Staff recommended awarding of the bid to Addison Smith for the Annual HVAC Repair, Service, and Planned Maintenance for Trane Equipment for the amount of \$37,000.00.

This annual contract is for the time period of November 1, 2015 through October 31, 2016 and would be renewable for a second and third year at the same terms.

This award is contingent upon the Bidder meeting risk management requirement and executing the contract, as well as the Board authorizing the General Manager to sign the contract with the option to renew for a second and third year with no change in terms, conditions and price.

UPON MOTION by Marie Barber and second by Dr. Cephus Jackson, it was unanimously

RESOLVED to award the bid for Annual HVAC Maintenance for Trane Equipment to Addison Smith as recommended.

Annual HVAC Maintenance for Various Equipment Bid Recommendation: General Services Department Manager Marshall Maddox presented a recommendation on awarding the bid for Annual HVAC Maintenance for Various Equipment.

Bids received are summarized below:

Bid Opening Date: September 1, 2015 at 2:00 p.m. EST

| | <u>L.H.A.C.</u> | <u>MAXAIR INC.</u> | <u>TRANE</u> |
|--------------------------|---------------------|---------------------|----------------------|
| Annual Bid Amount | \$ 62,982.00 | \$ 99,966.00 | \$ 164,482.00 |

Recommendation:

Staff recommended awarding of the bid to Max Air Inc. for the Annual HVAC Repair, Service, and Planned Maintenance for Various Equipment for the amount of \$99,966.36. This annual contract is for the time period of November 1, 2015 through October 31, 2016 and is renewable for a second and third year at the same terms.

This award is contingent upon the Bidder meeting risk management requirement and executing the contract, as well as the Board authorizing the General Manager to sign the contract with the option to renew for a second and third year with no change in terms, conditions and price.

UPON MOTION by Dr. Cephus Jackson and second by John Westervelt, it was unanimously

RESOLVED to award the bid Max Air Inc. in the amount of \$99,966.36 as recommended by staff.

Annual Fuel Bid Recommendation: General Services Department Manager Marshall Maddox presented a recommendation on awarding the Annual Fuel Bid.

Bids received are summarized below:

| Bid Opening Date: September 1, 2015 at 4:00 p.m. EST | | | | | | | | | | |
|--|--------------------|-----------|---------------|---------------------|-----------|---------------|----------------------|-----------|--------------|------------------|
| | Item 1 | | | Item 2 | | | Item 3 | | | TOTAL BID AMOUNT |
| | Gasoline 87 Octane | | | Diesel Fuel ON-road | | | Diesel Fuel NON-road | | | |
| | Unit Price | Est. Qty. | Est. Total | Unit Price | Est. Qty. | Est. Total | Unit Price | Est. Qty. | Est. Total | |
| Petroleum Traders | \$ (0.0080) | 120,000 | \$ (960.00) | \$ 0.0164 | 120,000 | \$ 1,968.00 | \$ 0.0436 | 25,000 | \$ 1,090.00 | \$ 2,098.00 |
| Mansfield Oil | \$ 0.0035 | 120,000 | \$ 420.00 | \$ 0.0029 | 120,000 | \$ 348.00 | \$ 0.1556 | 25,000 | \$ 3,890.00 | \$ 4,658.00 |
| Lance Oil Co. | \$ 0.0275 | 120,000 | \$ 3,300.00 | \$ 0.0350 | 120,000 | \$ 4,200.00 | \$ 0.0450 | 25,000 | \$ 1,125.00 | \$ 8,625.00 |
| Great Lakes Petroleum Co. | \$ 0.017 | 120,000 | \$ 2,040.00 | \$ 0.082 | 120,000 | \$ 9,840.00 | \$ 0.087 | 25,000 | \$ 2,175.00 | \$ 14,055.00 |
| James River Petroleum Co. | \$ 0.053 | 120,000 | \$ 6,360.00 | \$ 0.059 | 120,000 | \$ 7,080.00 | \$ 0.065 | 25,000 | \$ 1,625.00 | \$ 15,065.00 |
| Hightowers Petroleum Co. | \$ 0.0315 | 120,000 | \$ 3,780.00 | \$ 0.0975 | 120,000 | \$ 11,700.00 | \$ 0.1050 | 25,000 | \$ 2,625.00 | \$ 18,105.00 |
| B&B Oil | \$ 0.07 | 120,000 | \$ 8,400.00 | \$ 0.12 | 120,000 | \$ 14,400.00 | \$ 0.05 | 25,000 | \$ 1,250.00 | \$ 24,050.00 |
| Boswell Oil Co. | \$ 1.456 | 120,000 | \$ 174,720.00 | \$ 1.3984 | 120,000 | \$ 167,808.00 | \$ 1.4039 | 25,000 | \$ 35,097.50 | \$ 377,625.50 |

Recommendation:

Staff recommended awarding of the bid to Petroleum Traders for the Annual Contract for Fuels for the unit prices as shown above. This annual contract is for the time period of November 1, 2015 through October 31, 2016 and renewable for a second and third year at the same terms. Fuel will be ordered on an as needed when needed basis with no guarantee of minimum or maximum quantities. As a reminder, this includes delivery price only, CCWA will also be billed for fuel based on the current index identified above. Fuel costs for FY14-15 were \$506,453.90.

This award is contingent upon the Bidder meeting risk management requirements and executing the contract, as well as the Board authorizing the General Manager to sign the contract with the option to renew for a second and third year with no change in terms, conditions and price.

UPON MOTION by John Westervelt and second by Rodney Givens, it was unanimously

RESOLVED to approve staff's recommendation to award the Annual Fuel Bid to Petroleum Traders.

Advanced Metering Offer for Non-Residential Customers: Customer Accounts Director Teresa Worley presented a recommendation on the Advanced Metering Offer for Non-Residential Customers.

For many non-residential customers, managing their water use is important in managing their expenses and their business. Recently, CCWA staff performed a pilot with Beacon Advanced Metering Analytics from Badger Meter.

During the pilot a Badger Beacon register was added to seven of our largest customer's water meters. The Beacon register uses cellular technology to provide hourly usage via a web portal. The staff determined that this technology offered the following benefits to our non-residential customers.

- Hourly usage information for decision making
- Web access to the information 24/7
- Allows for email or text alerts based on specified volume usage
- Notifies customer of a potential leak
- Access to information online or through a mobile application

This technology could provide business and industries in Clayton County with a tool that will help Customers manage their business. Therefore, staff is recommending offering the Beacon register to Clayton County non-residential customers at the following costs that will provide a 12 month payback for CCWA costs:

- \$100 for set-up and training
- \$125 for endpoint and register
- \$10 monthly fee

Staff recommended offering the Beacon technology to the top 50 largest commercial customers and all industrial customers during Fiscal Year 2015. All remaining non-residential customers will be offered the Beacon technology in Fiscal Year 2016.

UPON MOTION by Dr. Cephus Jackson and second by John Westervelt, the vote was in favor: John Chafin, Rodney Givens, John Westervelt and Elizabeth G. Armstrong.
Opposed: Marie Barber and Sophia Haynes.

RESOLVED to approve staff's recommendation to offer the Advanced Metering option to non-residential customers for the recommended fees and costs.

Huie Site Recreation Master Plan Proposal Recommendation: General Manager Mike Thomas presented a recommendation on the Huie Site Recreation Master Plan Proposal.

CCWA issued a Request for Proposals (RFP) for the development of a Huie Site Recreation Master Plan. The Huie Site was originally developed as a spray irrigation facility for the disposal and reuse of treated wastewater. As part of the Authority's 2000 Master Plan the decision was made to convert the spray irrigation system to a constructed wetlands treatment system. The wetlands system requires much less land and, therefore, much of the remaining property is available for other uses. The site contains over 4,000 acres of primarily forested land. CCWA desires to keep this property largely undeveloped as it serves as one of our drinking water watersheds. However, CCWA would like to see that the property serves as an amenity to our community through the development of a comprehensive recreation plan for the site.

The RFP requires the review of the existing Clayton County Recreation Master Plan and evaluation of outdoor recreation needs. The contractor is to inventory existing Huie site uses and environmental conditions in order to develop alternatives that will improve outdoor recreation and environmental education opportunities on the property. After the preferred alternative is identified, the contractor is to prepare the following:

- Conceptual plans for any improvements such as trails, buildings, etc;
- Management and staffing needs;
- Proposed implementation schedule;
- Associated construction cost estimates for any improvements; and
- Identify potential partner organizations and funding sources that are compatible with the preferred alternative.

SLBE preference points were included in this RFP.

Proposals were independently evaluated by a CCWA evaluation team of four and scored based on the following criteria:

| Item | Evaluation Criteria | Points |
|------|---|----------------|
| A | Qualifications/Experience of the Project Team and Sample Plan | 30 |
| B | Project Understanding and Approach | 20 |
| C | References | 20 |
| D | Cost Proposal | 30 |
| | Total Points Without Presentation | 100 |
| E | SLBE – RFP Preference Points ⁽¹⁾ | 5-10 |
| F | Oral Presentation – <i>By short-listed firms (if requested by CCWA)</i> | 20 |
| | Maximum Total Points With Presentation | 125-130 |

PROPOSAL EVALUATION SCORING

| Company Name | Qualifications, Project Understanding & References | SLBE Preference Points | Cost Proposal | Cost Scores | Final Scores with Cost |
|----------------------------------|--|------------------------|---------------|-------------|------------------------|
| Lose & Associates | 62.1 | 7.5 | \$29,500 | 30.0 | 99.6 |
| Alta Planning & Design | 59.4 | 7.5 | \$65,000 | 13.6 | 80.5 |
| Pond & Company | 65.2 | 7.5 | \$163,806 | 5.4 | 78.1 |
| Sustainable Water Planning & Eng | 57.1 | 7.5 | \$86,000 | 10.3 | 74.9 |
| Greenberg Farrow | 60.7 | 0 | \$149,200 | 5.9 | 66.6 |

SLBE UTILIZATION

| Company Name | SLBE | Proposed Utilization | Total Cost Proposal | % SLBE |
|--|----------------------------|----------------------|---------------------|--------|
| Lose & Associates | Raboli Environmental | \$5,000 | \$29,500 | 17% |
| Alta Planning & Design | CCR Environmental | \$6,500 | \$65,000 | 10% |
| Pond & Company | Root Design Studio | \$13,400 | \$163,806 | 8% |
| Sustainable Water Planning & Eng (CCWA SLBE) | Kaizen Collaborative SWP&E | \$20,020 \$7,690 | \$86,000 | 32% |
| Greenberg Farrow | None | 0 | \$149,200 | 0 |

Recommendation

After evaluation of each team's proposal, Lose and Associates is clearly the highest rated firm. Therefore, staff did not believe that short listing and presentations were necessary. Staff recommended that this project be awarded to Lose & Associates for the lump sum cost of \$29,500.

The recommendation is contingent on the company meeting all risk management and insurance requirements and includes authorization for the General Manager to sign the contract.

UPON MOTION by Marie Barber and second by John Westervelt, it was unanimously

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RESOLVED to approve staff's recommendation to award the Huie Site Recreation Plan Project to Lose & Associates for the lump sum cost of \$29,500.00.

Results of Employee Survey: Human Resources Director Ed Durham presented the results of the 2015 Employee Engagement Survey. Information Only. No action taken.

Executive Session

The Board returned from Executive Session to Open Session.

Approval of Executive Session Minutes

Executive Session held to discuss personnel matters and legal issues. Approved Executive Session minutes of October 1, 2015. Vote unanimous.

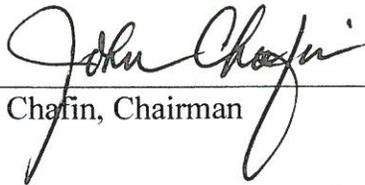
Updates from the Board Members and General Manager

General Manager Mike Thomas informed the Board of two emergency pump replacements at the Casey and Jackson raw sewage pump stations.

Adjourn

UPON MOTION by Sophia Haynes and second by John Westervelt it was unanimously

RESOLVED to adjourn the Board Meeting at 4:40 p.m., there being no further business to come before the Board of Directors.



John Chafin, Chairman



John Westervelt, Secretary/Treasurer