

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
Zoom Meeting

Present at the meeting were: Vice Chairman Marie Barber, Secretary/Treasurer Rodney Givens, Board Member John Westervelt, Board Member John Chafin, Board Member Dr. Cephus Jackson, Board Member Emma Godbee, General Manager H. Bernard Franks, Assistant General Manager Teresa Worley, Assistant General Manager Keisha Thorpe, Legal Counsel Steven Fincher, Executive Coordinator Rhonda Maxwell and other CCWA staff and visitors. Absent: Chairman Robin Malone.

Invocation

Marie Barber introduced General Manager H. Bernard Franks to perform the invocation.

Adoption of Agenda

UPON MOTION by Dr. Cephus Jackson and second by Rodney Givens it was unanimously

RESOLVED to adopt the agenda as presented.

Approval of Minutes

UPON MOTION by Dr. Cephus Jackson and second by Rodney Givens, it was unanimously

RESOLVED to approve the Minutes of the Regular Board Meeting held on April 1 & 2, 2021.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending March 31, 2021. Information only, no action taken.

Recognitions

Vice Chairman Marie Barber presented the Introduction of Mrs. Godbee. Information only, no action taken.

Communications & Community Relations Manager Suzanne Brown recognized Model Water Tower Competition Winners. Information only, no action taken.

New Business

Shoal Creek UV Bid Recommendation and Services During Construction Task Order

Recommendation: Water Reclamation Director Kendra Staniel presented a recommendation for the Shoal Creek WRF UV Replacement for Services During Construction.

The purpose of Task Order HS-RE-21-01 is to support CCWA through the construction phase of the Shoal Creek WRF UV Replacement project. The scope of service being authorized under the task order are included below:

- Task 1 – Construction Administration
- Task 2- Construction Inspection
- Task 3- Construction Testing

Task 1 -includes the following: project administration, project controls, submittal reviews, request for information from contractor, claims & change order reviews, site visits start-up assistance, record drawings and contract closeout.

Task 2 -includes the following: attendance of weekly site coordination meetings, on-site observation of Contractor’s work in progress, preparing daily reports when on site, reviewing draft payment applications, verifying equipment operations in the field, inspections of regulatory and third-party agencies, perform final inspection and prepare final acceptance recommendation of the project.

Task 3 -includes the testing of concrete components including reinforcing steel, anchors, design mix, sampling, placement techniques, curing, strength and formwork.

Below is the cost summary for the task order.

Tasks	Cost
#1- Construction Administration	\$174,461
#2- Construction Inspection	\$104,951
#3 – Construction Testing	\$17,933
Total	\$297,345

Vendors	Bid	SLBE Discount Bid
Lakeshore Engineering, LLC	\$879,000	\$813,075
SOL Construction, LLC	\$925,000	\$855,625

Recommendation:

CCWA staff recommends a task order for the Shoal Creek WRF UV Replacement for Services During Construction.

CCWA staff also recommends awarding the bid to the lowest responsive responsible bidder Lakeshore Engineering, LLC., in the amount of \$879,000 and awarding the task order to Hazen and Sawyer in the amount of \$297,345 for services during construction. The recommendation includes authorizing the General Manager to sign the contract and task order respectively as well as obtaining the required bonds and insurance from Lakeshore Engineering.

UPON MOTION by Dr. Cephus Jackson, and second by Rodney Givens it was unanimously

RESOLVED to award the bid to Lakeshore Engineering, LLC., in the amount of \$879,000 and the task order to Hazen and Sawyer in the amount of \$297,34 for services during construction. CCWA Board authorizes General Manager to sign the contract and task order respectively as well as obtaining the required bonds and insurance from Lakeshore Engineering.

Northeast WRF Influent Fine Screen Sole Source Purchase Recommendation: Water Reclamation Director Kendra Stanciel presented a recommendation to purchase parts and services to repair fine screens.

Northeast WRF is the Authority's second largest Wastewater Facility. It is permitted to treat up to 10 MGD. Fine screening is a mechanical pre-treatment process in which particles, floating and submerged debris is removed from influent wastewater. Fine screens are the first line of defense to minimize downstream interruptions to operations and equipment by capturing debris that might cause clogging. The fine screens at Northeast WRF were placed into service in 2007 and over the years have been repaired by our internal maintenance staff. However, we are now experiencing issues/problems beyond what our internal maintenance staff can handle. Screen #1 is currently offline under normal flow conditions which reduces our resilience and reliability in the treatment process. The fine screens need to be re-built. Rebuilding these screens will aid in minimizing expenses to other costlier items downstream.

Recommendation:

CCWA staff recommends purchasing the fine screen parts and services from Parkson Corporation in the amount of \$160,000 for two screens (\$80,000 each). Staff is also requesting that the CCWA Board give authorization to the General Manager to sign both the contract, pending obtaining the required insurance, and the sole source form relating to parts and services.

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

RESOLVED to approve purchasing the fine screen parts and services from Parkson Corporation in the amount of \$160,000 for two screens (\$80,000 each). CCWA Board authorizes General Manager to sign both the contract, pending obtaining the required insurance, and the sole source form relating to parts and services.

W.B. Casey Influent Pump Stations Improvements Detailed Design and Bid Services-Task Order Recommendation: Water Reclamation Director Kendra Stanciel presented a recommendation to upgrade R.L. Jackson and W.B. Casey Influent Pump Stations.

The W.B. Casey Water Resource and Recovery Facility (WRRF) is our largest facility with a permitted capacity of 24 Million Gallons a day (MGD). Flows at the

facility are received from influent pump stations. W.B. Casey has two influent pump stations, the R.L. Jackson Influent Pump Station located on Thomas Road and the W.B. Casey Influent Pump Station located on-site. Both influent pump stations pump their flow to the WB. Casey WRRF. Two evaluations were performed one at Casey pertaining to capacity analysis and plant expansion and the other at R.L. Jackson pertaining to capacity upgrades. Through these evaluations, it was determined that each pump station needed upgrades to improve its condition, pumping capacity, and to maintain redundancy and reliability. The purpose of this Task Order is to develop a detailed construction contract document consisting of detailed plans and technical specifications for improvements to the W.B. Casey Influent Pump Stations and to support CCWA through the bid phase for this project. Specific items included in this scope of services are presented below:

- Task 1 – Design Services

Preparing of construction drawings for all discipline of work including site/civil, mechanical, structural, electrical and instrumentation and controls

- Task 2- Bid Phase Services

Preparing bid documents and specification to describe all elements of work to be done as well as incorporating CCWA’s standard bidding and contract requirements and specifications.

Tasks	Cost
#1- Design Services	\$365,078
#2- Bid Phase Services	\$29,484
Total	\$394,562

Recommendation:

CCWA staff recommended awarding the task order to Hazen and Sawyer in the amount of \$394,562 for detailed design and bid phase services as well as authorizing the General Manager to execute the task order.

UPON MOTION by Dr. Cephus Jackson and second by Rodney Givens, it was unanimously

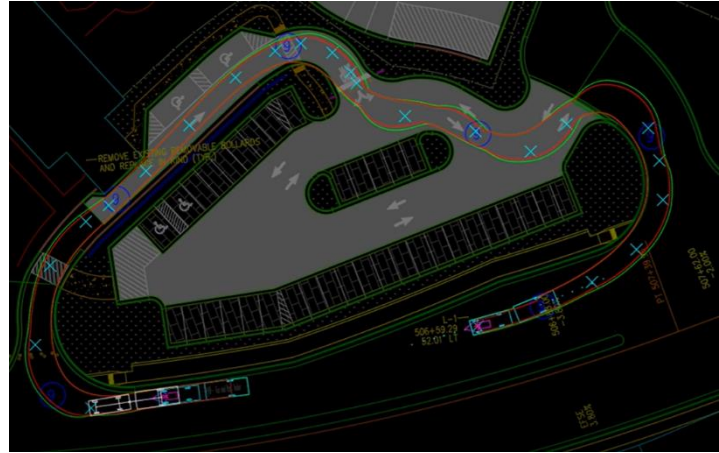
RESOLVED to award the task order to Hazen and Sawyer in the amount of \$394,562 for detailed design and bid phase services as well as authorizing the General Manager to execute the task order.

Headquarters Site Reconfiguration Detailed Design and Bid Services

Recommendation: Program Management and Engineering Director Kelly Taylor presented a recommendation for the reconfiguration of portions of CCWA property.

Clayton County's Transportation and Development Department (T&D) has recently awarded a construction project for Widening of Battle Creek Road and Mt. Zion Boulevard. As part of this project, a portion of CCWA property will be impacted. CCWA and Clayton County executed a purchase agreement in January 2019 for the impacted CCWA property and associated easements.

Integrated Science & Engineering developed 3 concept plans in the past, one of which (Concept I) was selected by CCWA as the preferred option. Integrated Science & Engineering is currently in the final phases of progressing a concept plan to a 30 percent design for the reconfiguration of portions of CCWA property that will be required due to this construction project. The 30 percent design addressed grading, drainage, access, circulation, parking, truck turning radii, utility conflicts, security, and stormwater management for the Headquarters Building (HQ) parking lot and pipe yard. Integrated Science & Engineering has also recently met with the County T&D and the selected contractor to being coordination on the project.



CCWA would like to further develop the 30% site design to a detailed (100%) design and obtain support for the bid and construction phases of the project.

The scope of services includes the following:

- **Tasks 1-3, Develop 60%, 90%, and 100% Designs** – Develop bid documents that define the work to be bid and constructed, the milestone and final completion dates to be achieved during construction, the sequencing and construction scheduling constraints to maintain facility operation and minimize disturbances, and other construction contract conditions and bidding requirements. Obtain required permits and continue coordination with T&D.
- **Task 4, Bid Phase Support** – Support CCWA during the bid phase of the project, including recommending a contractor, and coordinate with CCWA to compete and execute conformed Contract Documents.
- **Task 5, Construction Inspection** – Provide inspection support during the construction phase of the project, by reviewing and observing the contractor's work and serving as the field liaison between CCWA and the contractor.

Recommendation:

CCWA staff recommended awarding the Task Order IS-RE-21-03 to Integrated Science & Engineering in the amount not to exceed \$234,984 for the Headquarters Site

Reconfiguration Detailed Design and Bid and Construction Management Services task order.

CCWA staff also recommends award of the project and to authorize the General Manager to execute the task order.

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

RESOLVED to award Task Order IS-RE-21-03 to Integrated Science & Engineering in the amount not to exceed \$234,984 for the Headquarters Site Reconfiguration Detailed Design, Bid, and Construction Management Services task order. Authorization given to the General Manager to execute the task order.

SLBE On-Demand Engineering Services RFQ Recommendation: Program Management and Engineering Director Kelly Taylor presented a recommendation to seek services from Small Local Business Enterprise (SLBE) firms to support implementation of the 2019 Strategic Asset Management Plan, the 2020 Strategic Master Plan, and other projects as needed.

BACKGROUND

CCWA has historically partnered with engineering firms to supplement its in-house expertise, and we rely on this support to meet the various water, sewer, and stormwater needs of our community. We currently have on-demand engineering services contracts with two large firms (Jacobs Engineering Group and Hazen and Sawyer) and four small firms (Benchmark Management, LLC, Integrated Science and Engineering, Engineering Strategies, and Rivers2Tap). On January 6, 2021, CCWA solicited qualification submittals for on-demand engineering services in preparation for the expiration of the small firm contracts (i.e., May 2021).

The qualification submittal sought services from Small Local Business Enterprise (SLBE) firms to support implementation of the 2019 Strategic Asset Management Plan, the 2020 Strategic Master Plan, and other projects as needed. Firms were invited to submit qualifications on any combination of the following categories: asset management, water and wastewater facilities, and stormwater. The qualifications package was required to include a summary of the firm's technical resources, proposed project team, project experience, and references.

EVALUATION

CCWA received eight qualifications packages by the solicitation deadline (i.e., February 16, 2021). The packages were scored based on the criteria shown below, and CCWA was permitted to request presentations/interviews if deemed necessary.

Item	Criteria	Points
1	Cover Letter/ Company Experience	35
2	Project Team	35
3	Project Descriptions/ References	30
	Total Possible Points	100

A total of six CCWA staff were involved in the evaluation of packages, with one of these staff also being responsible for contacting three references provided by each firm. Each firm’s cover letter/company experience and project team scores were calculated as average of the scores selected by each evaluator. The Project Descriptions/ References score was calculated based on pre-determined values depending on the answers provided by the references. After the evaluation period, total scores ranged from 55 to 98 of a total possible 100 points. One firm, Accura Engineering and Consulting Services, Inc. was deemed non-responsive as they are not a CCWA SLBE certified firm. The evaluation team determined that presentations were not necessary to make a recommendation. Of the eight packages received, the three that ranked the highest (Blue Cypress Consulting, Rivers2Tap, Inc., and Engineering Strategies, Inc.) were found to clearly stand out above the others in terms of response to the specific solicitation and attention to meeting the needs outlined in CCWA’s Strategic Asset Management Plan and Strategic Master Plan.

Firm	Total Points
Blue Cypress Consulting	98
Rivers2Tap, Inc.	94
Engineering Strategies, Inc.	81
Columbia Engineering	74
Khafra	73
Civil Engineering Consultants, Inc.	57
VLW Group, LLC	55
Accura Engineering and Consulting Services, Inc.	Non-Responsive

Recommendation:

CCWA staff recommended to authorize the General Manager to execute On-Demand Engineering Services Master Services Agreements with Blue Cypress Consulting, Rivers2Tap, Inc., and Engineering Strategies, Inc. based on the following:

- Receipt and approval of each firm's insurance requirements
- Three-year contract term, with the option of renewing for two additional 1-year periods.
- Billing rate schedules will be negotiated prior to contract execution.

UPON MOTION by Dr. Cephus Jackson and second by Rodney Givens, it was unanimously

RESOLVED to authorize the General Manager to execute On-Demand Engineering Services Master Services Agreements with Blue Cypress Consulting, Rivers2Tap, Inc., and Engineering Strategies, Inc. based on the following:

- Receipt and approval of each firm's insurance requirements
- Three-year contract term, with the option of renewing for two additional 1-year periods.
- Billing rate schedules will be negotiated prior to contract execution

Executive Session

UPON MOTION by Dr. Cephus Jackson and second by Rodney Givens, it was unanimously

RESOLVED to enter an Executive Session in order to discuss legal matters.

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

RESOLVED to leave the Executive Session and return to open session.

Updates from the Board Members and General Manager

UPON MOTION by Rodney Givens and second by Dr. Cephus Jackson, it was unanimously

RESOLVED to approve the minutes of the Executive Session.

UPON MOTION by Rodney Givens and second by Dr. Cephus Jackson, it was unanimously

RESOLVED to authorize Steve Fincher to pursue a settlement on the CARE Environmental legal issue.

Assistant General Manager Keisha Thorpe presented an update on the W.B. Casey Biosolids Facility Project Delivery Approach. Information only, no action taken.

Program Management and Engineering Director Kelly Taylor presented an update on the Engineering Services 2020: Year in Review. Information only, no action taken.

Customer Accounts Director Rodney Perkins presented an update on Multi – Family Collections. Information only, no action taken.

Adjourn

There being no further business to discuss, Vice Chairman of the Board Marie Barber adjourned the meeting at 4:12 p.m. Vote unanimous.

Robin Malone
Robin Malone (May 25, 2021 16:11 EDT)

Rodney Givens

Robin Malone, Chairman

Rodney Givens, Secretary/Treasurer









05 May 6, 2021 Regular Board Meeting Minutes

Final Audit Report

2021-05-26

Created:	2021-05-25
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-  Document created by Rhonda Maxwell (rhonda.maxwell@ccwa.us)
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-  Document e-signed by Rodney Givens (rgivens@cerm.com)
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