



MASSACHUSETTS WATER RESOURCES AUTHORITY

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Frederick A. Laskey
Executive Director

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Chairman: R. Sullivan
Vice-Chair: J. Carroll
Secretary: J. Foti
Board Members:
J. Barrera
K. Cotter
P. Flanagan
A. Pappastergion
B. Swett
H. Vitale
J. Walsh
J. Wolowicz

BOARD OF DIRECTORS' MEETING

to be held on

Wednesday, July 17, 2013

*Location: **MWRA Transmission Maintenance Facility***
266 Boston Road
Southborough, MA 01772

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 2013
- V. **WASTEWATER POLICY & OVERSIGHT COMMITTEE**
 - A. **Approvals**
 1. Memorandum of Understanding and Financial Assistance Agreement with the City of Cambridge for Implementation of CSO Control Projects, Amendment 10

*** Please note different meeting location. Directions located on agenda page 3.**

V. WASTEWATER POLICY & OVERSIGHT COMMITTEE (continued)

B. Contract Awards

1. Electrical Diagnostic Testing and Services – Deer Island Treatment Plant: American Electrical Testing Company, Inc., Contract S521

VI. WATER POLICY & OVERSIGHT COMMITTEE

A. Contract Awards

1. Two-Year Purchase Order Contract for the Supply and Delivery of Liquid Oxygen to the John J. Carroll Water Treatment Facility: Airgas, U.S.A., LLC, Bid WRA-3648
2. Hatchery Pipeline and Hydroelectric Design, Construction Administration and Resident Inspection Services: Fay, Spofford & Thorndike, LLC, Contract 7017A

VII. PERSONNEL & COMPENSATION COMMITTEE

A. Approvals

1. PCR Amendments – July 2013
2. Appointment of Senior Program Manager, Quality Assurance

VIII. CORRESPONDENCE TO THE BOARD

IX. OTHER BUSINESS

X. EXECUTIVE SESSION

A. Security

1. Memorandum of Understanding with the Department of Defense

XI. ADJOURNMENT

DIRECTIONS TO MWRA SOUTHBOROUGH FACILITY
(266 BOSTON ROAD)

- **MASSPIKE - RT. 90 TO EXIT 12, ROUTE 9, FRAMINGHAM**
- **FOLLOW ROUTE 9 WEST PAST THE SHERATON TARA HOTEL TO THE FIRST SET OF LIGHTS.**
- **TAKE A RIGHT AT LIGHTS ONTO CALIFORNIA AVENUE (SIGN INDICATES THIS IS THE ENTRANCE FOR THE FRAMINGHAM INDUSTRIAL PARK).**
- **FOLLOW CALIFORNIA AVENUE TO NEW YORK AVENUE.**
- **PROCEED DOWN NEW YORK AVENUE TO ROUTE 30 (BOSTON ROAD).**
- **TAKE A RIGHT ONTO ROUTE 30 EAST. THE ENTRANCE TO THE MWRA FACILITY WILL BE APPROXIMATELY 50 YARDS ON THE LEFT.**

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the Board of Directors

June 26, 2013

A meeting of the Board of Directors of the Massachusetts Water Resources Authority was held on June 26, 2013 at the Authority headquarters in Charlestown. Chairman Sullivan presided. Present from the Board were Ms. Wolowicz and Messrs. Barrera, Carroll, Foti, Swett, Vitale, and Walsh. Messrs. Cotter, Flanagan and Pappastergion were absent. 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 Coppes, Director, Western Operations, John Gregoire, Program Manager, Reservoir Operations, 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 5, 2013, as presented and filed with the records of the meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Laskey reported on various items of interest.

BOARD ACTIONS

APPROVALS

Final FY14 Capital Improvement Program

Upon a motion duly made and seconded, it was

Voted to approve:

- (1) the FY14 Capital Improvement Program (CIP), with \$150.1 million spending level, including contingency;
- (2) a capital budget spending cap for the five-year period FY14 through FY18 at \$791.7 million with annual spending as follows: FY14 - \$145.8M, FY15 - \$159.1M, FY16 - \$166.4M, FY17 \$161.3M, FY18 - \$159.1M; provided further that spending for any year should not exceed the annual base-line cap by more than 20%, with the goal of spending at least 80% of the base-line cap; provided further that overall spending for FY14-18 does not increase. In the event that the annual base-line cap limit is exceeded and/or the total five-year spending projection exceeds the five-year base-line cap, the Executive Director may request approval from the Board of Directors for higher spending;
- (3) the Responses to the Advisory Board's Comments and Recommendation on MWRA's Fiscal Year 2014 Proposed Capital Improvement Program, presented as Attachment D and filed with the records of the meeting.

Final FY14 Current Expense Budget

Upon a motion duly made and seconded, it was

Voted to adopt the FY14 Final Current Expense Budget with current revenue and expenses of \$658.4 million, as presented and filed with the records of the meeting as Attachments A and B, and the FY14 Final Operating Budget (Trustee's Budget), as presented and filed with the records of the meeting as Attachment D.

Final FY14 Water and Sewer Assessments

Upon a motion duly made and seconded, it was

Voted to adopt the following effective July 1, 2013: (1) Water system assessments of \$203,216,774 and sewer system assessments of \$425,504,226 for Fiscal Year 2014; (2) FY14 sewer assessments of \$500,000 for the Town of Clinton and \$195,825 for the Lancaster Sewer District; (3) FY14 charge to the City of Worcester of \$129,071 which represents approximately 7.9% of the direct operating expenses for the Clinton Wastewater Treatment Plant; (4) FY14 water assessments of \$3,253,485 for the City of Chicopee, \$684,611 for South Hadley Fire District #1, and \$709,198 for the Town of Wilbraham; (5) a wholesale water rate of \$3,124.91 per million gallons; and (6) a retail sewer rate of \$6,444.16 per million gallons.

Amendment 3 to Memorandum of Understanding with the Department of Public Safety for Electrical Inspections

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to execute Amendment 3 to the Memorandum of Understanding with the Department of Public Safety, substantially in the form presented and filed with the records of the meeting, to provide electrical inspection services for Authority projects and operations in an amount not to exceed \$50,000.00 for a term of twenty-four months, from July 1, 2013 through June 30, 2015.

Approval of New Wastewater Advisory Committee Member

Upon a motion duly made and seconded, it was

Voted to approve the addition of Zhanna Davidovitz to the Wastewater Advisory Committee.

Emergency Water Supply Agreement with the Town of Hudson

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to execute a six-month Emergency Water Supply Agreement with the Town of Hudson, substantially in the form presented and filed with the records of the meeting, and contingent upon approval by the Hudson Board of Selectmen and an Inter-Municipal Agreement between Hudson and Marlborough for the conveyance of MWRA water through Marlborough to Hudson.

PCR Amendments – June 2013

Upon a motion duly made and seconded, it was

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

Appointment of Project Manager, PIMS, Toxic Reduction and Control

Upon a motion duly made and seconded, it was

Voted to approve the Executive Director's recommendation to appoint Ms. Lori Paradise to the position of Project Manager, PIMS in the Toxic Reduction and Control Department, Operations Division (Unit 9, Grade 25) at an annual salary of \$90,752.09 effective June 29, 2013.

Appointment of Senior Program Manager, OCC

Upon a motion duly made and seconded, it was

Voted to approve the Executive Director's recommendation to appoint Mr. Michael J. McCarthy to the position of Senior Program Manager, Operations Control Center, Operations Division (Unit 9, Grade 30) at an annual salary of \$110,334.12 effective July 13, 2013.

CONTRACT AWARDS

Automated Vehicle Locator Tracking System: Location Technologies, Inc., Contract A586

Upon a motion duly made and seconded, it was

Voted to approve the award of Contract A586, Automatic Vehicle Locator Tracking System to the lowest qualified bidder, Location Technologies, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute and deliver said contract in the bid amount of \$354,152.00 for a term of 1,095 days from the Notice to Proceed.

Nut Island Headworks Electrical and Conveyors Improvements: J.F. White Contracting Co., Contract 7313

Upon a motion duly made and seconded, it was

Voted to approve the award of Contract No. 7313, Nut Island Headworks Electrical and Conveyors Improvements, to the lowest eligible and responsible bidder, J.F. White Contracting Co., and to authorize the Executive Director, on behalf of the Authority, to execute and deliver said contract in the bid amount of \$4,740,000.00 for a term of 500 calendar days from the Notice to Proceed.

Weston Aqueduct Supply Main 3 - Design, Construction Administration and Resident Engineering Services: Fay, Spofford & Thorndike, LLC, Contract 6539

Upon a motion duly made and seconded, it was

Voted to approve the recommendation of the Consultant Selection Committee to select Fay, Spofford & Thorndike, LLC to provide Design, Construction Administration and Resident Engineering Services for the Weston Aqueduct Supply Main 3 and to authorize the Executive Director, on behalf of the Authority, to execute Contract 6539 with Fay, Spofford & Thorndike, LLC in an amount not to exceed \$15,482,625.00 for a term of 4,840 days from the Notice to Proceed.

Gillis Pump Station Short-Term Improvements: Bay State Regional Contractors, Inc., Contract 7260

Upon a motion duly made and seconded, it was

Voted to approve the award of Contract No. 7260, Gillis Pump Station Short-Term Improvements, to the lowest eligible and responsible bidder, Bay State

Regional Contractors, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute and deliver said contract in the bid amount of \$1,858,000.00 for a term of 300 calendar days from the Notice to Proceed.

CONTRACT AMENDMENTS/CHANGE ORDERS

Supply and Delivery of Odor and Corrosion Control Chemicals for the Framingham Extension Sewer and Framingham Extension Relief Sewer: Siemens Water Technologies, WRA 3417, Amendment 1

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to approve Amendment No. 1 to exercise the first of two one-year extension options included in the original bid and increase the amount of the purchase order contract under Bid WRA-3417, with Siemens Water Technologies, Supply and Delivery of Odor and Corrosion Control Chemicals for the Framingham Extension Sewer and Framingham Extension Relief Sewer, in an amount not to exceed \$311,240.00 and extending the term from July 1, 2013 to June 30, 2014.

Aquatic Invasive Macrophyte Control at the Wachusett Reservoir: Aquatic Control Technology, Inc., Bid WRA-3434, Amendment 1

Upon a motion duly made and seconded, it was

Voted to authorize the Executive Director, on behalf of the Authority, to approve Amendment No. 1 to increase the amount of Purchase Order Contract No. WRA-3434 with Aquatic Control Technology, Inc., Aquatic Invasive Macrophyte Control at the Wachusett Reservoir, in an amount not to exceed \$36,290.00 and extending the term by four months to October 31, 2015.

EXECUTIVE SESSION

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

Yes

No

Abstain

Barrera
Carroll
Foti
Swett
Vitale
Walsh
Wolowicz
Sullivan

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

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

DRAFT

EXECUTIVE SESSION

The meeting returned to open session at 1:35 p.m. and adjourned.

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the
Administration, Finance and Audit CommitteeJune 26, 2013

A meeting of the Administration, Finance and Audit Committee was held on June 26, 2013 at the Authority headquarters in Charlestown. Chairman Foti presided. Present from the Board were Ms. Wolowicz and Messrs. Barrera, Carroll, Vitale and Walsh. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Rachel Madden, Mike Hornbrook, Dan O'Brien, Michele Gillen, Kathy Soni, Leo Norton, Rick Trubiano, Karen Gay-Valente, Susan McAree and Bonnie Hale. The meeting was called to order at 10:30 a.m.

Information

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

- Delegated Authority Report – May 2013
- FY13 Financial Update and Summary as of May 2013.

Approvals***Final FY14 Capital Improvement Program**

Mr. Laskey stated that this was a responsible CIP that addresses the need to keep rates low and reduce debt indebtedness. The Committee recommended approval of the Final FY14 Capital Improvement Program (ref. agenda item B.1).

***Final FY14 Current Expense Budget**

Staff summarized major components of the CEB and there was general discussion and question and answer. The Committee recommended approval of the Final FY14 Current Expense Budget (ref. agenda item B.2).

***Final FY14 Water and Sewer Assessments**

Board members expressed appreciation for the great work performed by Leo Norton. The Committee recommended approval of the Final FY14 Water and Sewer Assessments (ref. agenda item B.3).

* Approved as recommended at June 26, 2013 Board of Directors meeting.

*Amendment 3 to Memorandum of Understanding with the Department of Public Safety for Electrical Inspections

The Committee recommended approval of Amendment 3 to the MOU with DPS for electrical inspections (ref. agenda item B.4)

Contract Awards

*Automated Vehicle Locator Tracking System: Location Technologies, Inc., Contract A586

Staff summarized how the AVL system worked and how it would be used. There was general discussion and question and answer. It was noted that this was a 3 year lease and that the system's effectiveness would be evaluated over that period of time. The Committee recommended approval of the contract award.

The meeting adjourned at 11:10 a.m.

* Approved as recommended at June 26, 2013 Board of Directors meeting.

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 17, 2013
SUBJECT: Delegated Authority Report – June 2013



COMMITTEE: Administration, Finance & Audit

X INFORMATION

VOTE


Rachel C. Madden

Director, Administration & Finance



Michele Gillen

Deputy Director, Administration & Finance

Frank Renda, Data & Information 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, 2013.

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.

PURCHASING DELEGATED AUTHORITY ITEMS - JUNE 1 - 30, 2013

DATE OF AWARD	TITLE AND EXPLANATION	CONTRACT #	AMENDMENT	COMPANY	FINANCIAL IMPA
6/3/13	METHANE ANALYZER AWARD OF A PURCHASE ORDER, TO THE LOWEST RESPONSIVE BIDDER, FOR ONE DIRECT METHANE, NON-METHANE ANALYZER FOR THE CENTRAL LABORATORY AT THE DEER ISLAND TREATMENT PLANT, FOR REQUIRED TESTING AS PART OF DITP'S AIR PERMIT ISSUED BY DEP, REPLACING THE EXISTING ANALYZER THAT HAS FAILED AND CANNOT BE REPAIRED	WRA-3618Q		THERMO ENVIRONMENTAL INSTRUMENTS, INC	\$25,960.00
6/3/13	VIBRATION ANALYSIS TRAINING AND SUPPORT SERVICES AWARD OF A TWO-YEAR PURCHASE ORDER CONTRACT, TO THE LOWEST RESPONSIVE BIDDER, FOR VIBRATION ANALYSIS TRAINING AND SUPPORT SERVICES AT THE DEER ISLAND TREATMENT PLANT	WRA-3548		M&B ENGINEERED SOLUTIONS, INC	\$80,810.00
6/3/13	ELECTRICAL CONDUIT AND FITTINGS AWARD OF A PURCHASE ORDER, TO THE LOWEST RESPONSIVE BIDDER, FOR VARIOUS ELECTRICAL CONDUIT AND FITTINGS, AS PART OF AN ON-GOING PROJECT AT DEER ISLAND TO UPGRADE EXISTING AGED SYSTEM-WIDE INFRASTRUCTURE AND EQUIPMENT, REPLACING EXISTING CAST-IRON CONDUIT WITH PVC COATED MATERIALS TO BETTER PROTECT AGAINST CORROSION	WRA-3545		STANDARD ELECTRIC COMPANY	\$95,163.00
6/11/13	DISTRIBUTED ANTENNA SYSTEM AWARD OF AMENDMENT 1 TO BID WRA-3489Q INSTALLATION OF A DISTRIBUTED ANTENNA SYSTEM, FOR THE INSTALLATION OF RF SOURCE EQUIPMENT AT SIX MWRA SITES	WRA-3489Q	AMEND #1	IN-BUILDING CELLULAR	\$52,500.00
6/13/13	HP WORKSTATIONS AWARD OF A PURCHASE ORDER, TO THE LOWEST RESPONSIVE BIDDER, FOR 40 HP 8300 WORKSTATIONS TO COMPLETE THE SCADA PC REPLACEMENT OF UNITS THAT ARE OVER 5 YEARS OLD, SLOWER AND PRONE TO DOWN TIME AND REPAIRS, REPLACING THEM WITH UNITS THAT ARE MORE SECURE, RELIABLE, PROVIDE FASTER PROCESSING AND REDUCE THE OUT OF WARRANTY INVENTORY	WRA-3629Q - SCH#TC44		P&J SYSTEMS, INC	\$37,386.80
6/13/13	CISCO BLADE FABRIC EXTENDERS AWARD OF A PURCHASE ORDER, TO THE LOWEST RESPONSIVE BIDDER, FOR 4 CISCO NEXUS B22 BLADE FABRIC EXTENDERS, WHICH WILL PROVIDE 10GB CONNECTIVITY BETWEEN CISCO NEXUS SWITCHES AND THE HP BLADE SYSTEM, SIMPLIFYING DATA CENTER SERVER ACCESS ARCHITECTURE	WRA-3641Q - SCH#TC47		P&J SYSTEMS, INC	\$47,735.80
6/13/13	RADIO FREQUENCY DONOR SOURCE EQUIPMENT AWARD OF A PURCHASE ORDER, TO THE LOWEST RESPONSIVE BIDDER, FOR RADIO FREQUENCY DONOR SOURCE EQUIPMENT FOR SIX MWRA SITES, TO DELIVER VERIZON WIRELESS SERVICE OVER THE MWRA OWNED DISTRIBUTED ANTENNA SYSTEM	WRA-3639		IN-BUILDING CELLULAR	\$109,008.00
6/13/13	CISCO CORE SWITCHES AND RELATED EQUIPMENT AWARD OF A PURCHASE ORDER, TO THE LOWEST RESPONSIVE BIDDER, FOR 4 CISCO SYSTEMS NETWORK SWITCHES AND RELATED EQUIPMENT, TO UPGRADE THE CORE SWITCHES AT CHELSEA AND ENABLE THE NETWORK GROUP TO CONNECT ALL EDGE SWITCHES TO THE CORE SWITCH	WRA-3605Q		PRESIDIO NETWORKED SOLUTIONS, INC	\$332,718.48
6/17/13	TRASH REMOVAL SERVICES AWARD OF THREE SEPARATE PURCHASE ORDER CONTRACTS, TO THE LOWEST RESPONSIVE BIDDERS, FOR TRASH REMOVAL SERVICES FOR VARIOUS FIELD OPERATIONS FACILITIES AND THE CLINTON WASTEWATER TREATMENT PLANT, FOR A TERM OF TWO YEARS FROM JULY 1, 2013 TO JUNE 30, 2015	WRA-3609		DBI WASTE SYSTEMS, INC CAPITOL WASTE SERVICES, INC REPUBLIC SERVICES, INC	\$67,600.00 \$24,556.00 \$17,615.20
6/17/13	SLUDGE PUMP REPLACEMENT PARTS AWARD OF A PURCHASE ORDER, TO THE LOWEST RESPONSIVE BIDDER, FOR REPLACEMENT PARTS TO UPGRADE EXISTING RETURN ACTIVATED SLUDGE PUMPS AT THE DEER ISLAND TREATMENT PLANT, REPLENISHING WAREHOUSE INVENTORY	WRA-3600		DIVERSIFIED PUMP COMPANY	\$53,306.00
6/17/13	SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE AWARD OF A ONE-YEAR PURCHASE ORDER, TO THE LOWEST RESPONSIVE BIDDER, FOR SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE TO THE JOHN J CARROLL WATER TREATMENT PLANT AND THE WARE DISINFECTION FACILITY	WRA-3630		BORDEN & REMINGTON CORPORATION	\$991,214.00
6/24/13	DIVING SERVICES AWARD OF A CONTRACT, TO THE LOWEST RESPONSIVE BIDDER, FOR DIVERS TO PERFORM A QUALITY CONTROL FUNCTION OVERSEEING THE AQUATIC PLANT CONTROL MEASURES AT STILLWATER BASIN IN THE WACHUSETT RESERVOIR	WRA 3637		DIVING SERVICES, INC	\$36,450.00
6/27/13	MICROSOFT PREMIER SERVICES AWARD OF A SOLE SOURCE PURCHASE ORDER CONTRACT FOR MICROSOFT PREMIER SERVICES WEB ACCESS AND TECHNICAL SUPPORT FOR THE PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014.			MICROSOFT CORPORATION	\$61,560.00

DATE OF AWARD	TITLE AND EXPLANATION	CONTRACT	AMENDMENT/CO	COMPANY	FINANCIAL IMPACT
06/11/13	CLINTON AERATION EFFICIENCY IMPROVEMENT - CLINTON WASTEWATER TREATMENT PLANT AWARD OF CHANGE ORDER 10 TO CONTRACT 7278, CLINTON AERATION EFFICIENCY IMPROVEMENT - CLINTON WASTEWATER TREATMENT PLANT; WIRING MODIFICATIONS FOR THE SIX SCREW PUMPS TO INTEGRATE THE NEW AND EXISTING PUMPS, FURNISH AND INSTALL ONE DUAL-ADDRESSABLE MONITOR INPUT MODULE AND TWO TRANSIENT VOLTAGE SURGE SUPPRESSOR DEVICES, ASSOCIATED CONDUIT AND CONDUCTORS TO INTEGRATE THE NEW FIRE ALARM SYSTEM INTO THE EXISTING FIRE ALARM SYSTEM, FURNISH AND INSTALL TWO-INCH CONDUIT AND FOUR-PAIR WIRES TO INTEGRATE THE NEW PROCESS ALARMS INTO THE EXISTING AUTO-DIALER ALARM SYSTEM, FURNISH AND INSTALL A MODULAR UNIT AND ASSOCIATED WIRES AT THE THREE AIR FLOW METERS TO CONVERT THE POWER CONNECTION FROM 120 VOLT A/C TO 24 VOLT D/C	7278	10	R.H. WHITE CONSTRUCTION CO., INC	\$30,225.00
06/11/13	LYNFIELD/SAUGUS PIPELINES PROJECT AWARD OF CHANGE ORDER 30 TO CONTRACT 6584, LYNFIELD/SAUGUS PIPELINES PROJECT; SEWER REPAIRS AT FOUR LOCATIONS, REVISE ALIGNMENT OF 36-INCH DUCTILE-IRON PIPE TO AVOID CONFLICT WITH 10-INCH SEWER, REVISE PIPING FOR TIE-IN WITH EXISTING MAIN, REVISE 12-INCH WATER MAIN ALIGNMENT, INCREASE ALLOWANCE FOR POLICE DETAILS DUE TO CHANGE ORDER WORK, HAND-EXCAVATE TO PROTECT A GAS MAIN, HAND-EXCAVATE TO PROTECT A 10-INCH DIAMETER SEWER, ADJUST THE FINAL AMOUNT OF CHANGE ORDER 3 TO REFLECT ACTUAL COST TO COMPLETE THE WORK	6584	30	ALBANESE BROTHERS, INC	\$184,593.18
06/17/13	NORUMBEGA RESERVOIR DAMS/DIKES TREE REMOVAL AWARD OF CONTRACT OP-213, NORUMBEGA RESERVOIR DAMS/DIKES TREE REMOVAL, TO THE LOWEST RESPONSIBLE AND ELIGIBLE BIDDER, FOR THE CLEARING OF TREES AND STUMPS ON NORUMBEGA RESERVOIR DAMS AND DIKES AND THE REGRADING AND RESTORATION OF GRASS WHERE APPROPRIATE, REMOVAL OF A SMALL STAND OF TREES AND STUMPS AT SCHENCKS POND DAM, MINOR TREE AND STUMP REMOVAL AT SPOT POND AND REMOVAL OF MISCELLANEOUS TREES AND STUMPS AT FELLS DAMS IDENTIFIED THROUGH RECENT INSPECTIONS	OP-213		ALDORE TETREALT AND SONS, INC	\$127,400.00
06/18/13	REMOTE HEADWORKS UPGRADE DESIGN AWARD OF AMENDMENT 2 TO CONTRACT 7206 REMOTE HEADWORKS UPGRADE DESIGN; ADDITIONAL SOIL AND GROUNDWATER SAMPLING AND ANALYSIS AND DEP REPORTING, FEASIBILITY-LEVEL TECHNICAL MEMORANDUM FOR UTILIZING A HEAT RECOVERY SYSTEM AT THE CHELSEA HEADWORKS, COST ASSESSMENT OF OPTIONS FOR HURRICANE FLOOD PROTECTION FOR THE CHELSEA CREEK HEADWORKS, PILOT TEST OF PCB REMEDIATION AT THE CHELSEA CREEK HEADWORKS, EVALUATIONS OF ALTERNATIVE CONFIGURATIONS FOR THE EXTERIOR ODOR CONTROL EQUIPMENT AND FEASIBILITY OF CONSTRUCTING A NEW FACILITY TO INCORPORATE THE FUNCTIONS OF THE CHELSEA CREEK HEADWORKS AND THE CHELSEA SCREEN HOUSE ON A NEARBY PROPERTY	7206	2	MALCOLM PIRNIE INC	\$249,500.00
06/24/13	NORTH MAIN PUMP STATION VARIABLE FREQUENCY DRIVE AND SYNCHRONOUS MOTOR REPLACEMENT, DEER ISLAND TREATMENT PLANT AWARD OF CHANGE ORDER 6 TO CONTRACT 6903, NORTH MAIN PUMP STATION VARIABLE FREQUENCY DRIVE AND SYNCHRONOUS MOTOR REPLACEMENT, DEER ISLAND TREATMENT PLANT; FURNISH AND INSTALL A DIFFERENT GLYCOL FEED SYSTEM TO PROVIDE ADEQUATE PROTECTION TO THE CHILLED WATER SYSTEM, PERFORM UNANTICIPATED ROOF PANEL WORK FOR AIR HANDLING UNIT 6 ENCLOSURE, FURNISH AND INSTALL EIGHT ADDITIONAL TEMPERATURE SENSORS FOR THE AIR HANDLING UNITS, FURNISH AND INSTALL AN EIGHT-INCH BUTTERFLY VALVE AND ASSOCIATED PIPING FOR THE EXISTING CHILLED WATER LINES IN THE MECHANICAL ROOM	6903	6	JF WHITE CONTRACTING COMPNAY	\$39,257.12

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the
Wastewater Policy and Oversight Committee

June 26, 2013

A meeting of the Wastewater Policy and Oversight Committee was held on June 26, 2013 at the Authority headquarters in Charlestown. Chairman Walsh presided. Present from the Board were Ms. Wolowicz and Messrs. Barrera, Carroll and Vitale; Mr. Foti joined the meeting in progress. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Kevin McCluskey, Jae Kim, Dave Pottle, Rick Trubiano, Carolyn Fiore and Bonnie Hale. The meeting was called to order at 11:10 a.m.

Approvals

***Approval of New Wastewater Advisory Committee Member**

The Committee recommended approval of the appointment of Zhanna Davidovitz to the Wastewater Advisory Committee (ref. agenda item A.1).

Contract Awards

***Nut Island Headworks Electrical and Conveyors Improvements: J.F. White Contracting Co., Contract 7313**

Staff described the history of the Nut Island Headworks and problems that arose over the years necessitating the work included in this contract to address them. The Committee recommended approval of the contract award (ref. agenda item B.1).

(Mr. Foti joined the meeting.)

Contract Amendments/Change Orders


***Supply and Delivery of Odor and Corrosion Control Chemicals for the Framingham Extension Sewer and Framingham Extension Relief Sewer: Siemens Water Technologies, WRA 3417, Amendment 1**

The Committee recommended approval of Amendment 1 (ref. agenda item C.1).

The meeting adjourned at 11:20 a.m.


* Approved as recommended at June 26, 2013 Board of Directors meeting.

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 17, 2013
SUBJECT: Memorandum of Understanding and Financial Assistance Agreement with the City of Cambridge for Implementation of CSO Control Projects - Amendment 10

COMMITTEE: Wastewater Policy & Oversight

David A. Kubiak, P.E., Sr. Program Manager
Jae R. Kim, P.E., Chief Engineer
Preparer/Title

 INFORMATION
 X VOTE

Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To authorize the Executive Director, on behalf of the Authority, to execute Amendment 10 to the *Memorandum of Understanding and Financial Assistance Agreement with the City of Cambridge for the Implementation of CSO Control Projects*, increasing the award amount by \$2,074,374 from \$77,302,963 to \$79,377,337.

DISCUSSION:

On March 13, 2013, the Board of Directors approved Amendment 9 to the *Memorandum of Understanding and Financial Assistance Agreement with the City of Cambridge for the Implementation of CSO Control Projects* (the “MOU and FAA”), increasing the total award amount of the MOU and FAA by \$17,281,963, from \$60,021,000 to \$77,302,963. The primary purpose of Amendment 9 was to provide additional funding for the MWRA-eligible portion of Cambridge’s updated cost estimate for Contract 8B – the second of three Cambridge construction contracts to complete the CAM004 Sewer Separation project – and associated updated estimates for construction contingency, engineering services during construction (“ESDC”) and police details. The updated cost estimates were from the 90% design package for Contract 8B, which Cambridge had submitted to MWRA in February.

Following approval of Amendment 9 in March, Cambridge completed the 100% design and final bid documents, advertised Contract 8B on April 17, and opened bids on June 13. Along with four addenda issued by Cambridge during the bid period, the cost estimate for Contract 8B increased from \$26,459,960 in the 90% design to \$30,784,271 in the final Engineer’s Estimate, and the MWRA-eligible portion of the contract increased from \$14,861,969 to \$17,079,759. Factors that contributed to the increased cost are discussed further below. The low bid for Contract 8B (see Table 1, next page) came in at \$29,975,395, and staff have determined that \$16,727,469 is eligible for MWRA funding from a review and analysis of the bid and the construction documents. To cover this higher eligible amount along with updated estimates for construction contingency, ESDC and police details, staff recommend increasing the award amount of the Cambridge MOU/FAA by \$2,074,374 (see Table 2, next page). Cambridge’s

award of Contract 8B to Barletta Heavy Division, Inc. is contingent upon receiving an updated eligibility authorization from MWRA. Cambridge plans to award the contract by the end of this month to maintain compliance with Schedule Seven of the Federal Court Order.

Table 1: Contract 8B Construction Bids

Bidders	Bid Amount*
Barletta Heavy Division, Inc.	\$29,975,395.00
Final Engineer's Estimate	\$30,492,606.00
P. Gioioso & Sons, Inc	\$32,270,440.24
D'Allessandro Corporation	\$32,981,353.85

* Includes MWRA and Cambridge shares

Table 2: Current Authorization and Proposed Amendment 10

Project	Cambridge Contract No.	Status	Current Authorization	Amendment 10	Amended Authorization
Charles River Floatables Controls	5	Complete	\$ 57,560		\$ 57,560
CAM400 Manhole Separation Interceptor Connections & Floatables Control at CAM002 & CAM401B & Floatables Control at CAM001	4/13	Complete	6,691,712		6,691,712
CAM004 Sewer Separation					
Contract 8A	8A	30% Complete			
Design			1,780,010		1,780,010
ESDC			2,255,545	(283,169)	1,972,376
Construction ⁽¹⁾			10,625,105		10,625,105
Contract 8B	8B	Bids Received			
Design			1,689,069		1,689,069
ESDC			2,779,188	1,056,769	3,835,957
Construction ⁽²⁾			17,492,536	1,300,774	18,793,310
Contract 9 ⁽³⁾	9	60% Design			
Design			1,725,028		1,725,028
ESDC			-		-
Construction			-		-
Cambridge Share of Eligible Costs			-		-
Post Construction Monitoring			153,417	-	153,417
CAM004 Stormwater Outfall & Basin ⁽¹⁾	12	Complete	12,246,191		12,246,191
Cambridge Force Account		Ongoing	177,838		177,838
Pre Amd 8 Work ⁽⁴⁾		Complete	19,629,764	-	19,629,764
Total			\$ 77,302,963	\$ 2,074,374	\$ 79,377,337
⁽¹⁾ Includes 5% contingency on remaining balance to be spent.					
⁽²⁾ Includes 5% contingency on low bid amount and 7% for police details.					
⁽³⁾ Costs for Contract 9 construction, police details and ESDC were removed by Amendment 9 and will be incorporated by a future amendment.					
⁽⁴⁾ 1996 - 2007: Early design and construction, CSO plan reevaluation, MEPA review and wetland appeals.					

The higher Contract 8B eligible costs going from Cambridge's 90% design to its Final Engineer's Estimate and, ultimately, the low bid are associated with quantity and/or unit cost increases in the areas of Soil Management, Disposal and Trench Paving; Subsurface Sewer Separation; Water System Replacement; and Porous Pavement.

Soil Management, Disposal and Trench Paving had the largest increase, at \$732,000. Of this amount, approximately \$590,000 is due to increases in unit prices and \$143,000 is due to quantity increases. The price variance is attributed primarily to OHM Soil & Waste Management, at \$264,000 or a 367% increase in this lump sum item; Hot Mix Asphalt Base Course Trench Width, at \$210,360 or 50% increase in the unit price and Disposal of Bituminous Concrete at \$76,272 or 88% increase in unit price. The quantity variance is attributed primarily to the addition of temporary paving in Huron Avenue during the construction period, at \$110,000. This item, which involves removal of buried railroad tracks/ties, was not included in the 90% estimate.

Subsurface/Sewer Separation had an increase of \$713,000. Of this amount, approximately (\$214,000) is due to decreases in unit prices and \$947,000 is due to quantity increases. Higher cost due to the addition of work or an increased quantity of work is attributed primarily to \$312,000 for additional Large Diameter Water Main Testing and Evaluation where sewer separation work is in very close proximity to existing water mains; \$283,750 for Cured in Place Pipeline for 6-inch Sanitary or Storm Drain Lateral, \$45,000 for ground monitoring points, and \$19,200 for Hand Excavation under Water Transmission Mains which were not included in the 90% estimate. There was also an increase in the number of manhole structures, at \$197,845, and sewer/drain/catch basin work, at \$48,180.

Water System Replacement category (associated with water lines in direct conflict with the sewer separation work) had an increase of \$364,000. Of this amount, approximately \$167,000 is due to increases in unit prices and \$198,000 is due to quantity increases. The price variance is primarily attributed to higher cost for 8-inch and 12-inch ductile iron pipe, 1-inch to 3-inch Water Service Replacement connections and temporary bypass piping. The increased cost associated with higher quantities is attributed primarily to Temporary Water Bypass Piping and an increased number of 6-inch and 12-inch gate valves. At the 90% design, the eligible quantity was assumed to be 41% for each bid item in this category. A more recent eligibility review of the bid documents resulted in the determination of actual eligible quantities for each item.

Porous Pavement had an increase of \$141,000. The majority of this increase in unit prices is associated with higher costs for Sedimentation & Erosion control and Hot Mix Asphalt.

Status of Cambridge Projects and Award Amounts

Under the MOU and FAA, Cambridge is responsible for implementing five of the 35 projects in MWRA's long-term CSO control plan, including four of the six projects that comprise the long-term control plan for Alewife Brook (see map, Attachments 1 and 2), as well as a project that provided floatables control to Cambridge's CSO outfalls on the Charles River. Alewife Brook project descriptions and implementation status are summarized in Table 3 (next page).

Table 3: Alewife Brook CSO Control Plan – Project Components

Project	Cambridge Contract No.	Benefit	Project Status
CAM004 Stormwater Outfall and Wetland Basin	12	Convey stormwater flows to wetland system for attenuation and treatment.	Completed Apr 2013
CAM004 Sewer Separation ⁽¹⁾	8A, 8B, 9	Remove large quantities of stormwater from the sewer system; eliminate CSO at Outfall CAM004.	8A: 30% complete 8B: NTP Jul 2013 9: 60% design
CAM400 Manhole Separation	4/13	Remove stormwater from the sewer system; eliminate CSO at Outfall CAM400.	Completed Mar 2011
Interceptor Connection Relief and Floatables Control at CAM002 and CAM401B and Floatables Control at CAM001		Upgrade connections between Cambridge and MWRA systems to provide relief; add floatables control.	Completed Oct 2010
MWR003 Control Gate and Rindge Ave. Siphon Relief	MWRA Contracts	Optimize hydraulic conveyance; minimize overflows while controlling system flooding in large storms.	50% design
Interconnection Relief and Floatables Control at Outfall SOM01A		Upgrade connection and provide floatables control	Construction NTP Sep 13

The City of Cambridge completed the CSO-related elements of the CAM004 Stormwater Outfall and Wetland Basin project, including the 4-foot by 8-foot box culvert storm drain and all functional components of the wetland basin, on April 25, 2013, in compliance with Schedule Seven. Cambridge’s ongoing work involves design and construction of the CAM004 Sewer Separation project (contracts 8A, 8B and 9), for which Cambridge continues to accelerate the design and construction work and sequence the construction in order to meet the December 2015 project completion milestone in Schedule Seven. Contract 8A construction is approximately 30 percent complete; Cambridge plans to issue the notice to proceed with Contract 8B later this month; and Cambridge also expects to submit the 60% design package for Contract 9 to MWRA later this month.

The last amendment to the Cambridge MOU/FAA (Amendment 9, approved in March) increased funding for eligible Contract 8B costs, but also removed funding for construction of Contract 9. Staff continue to propose to bring a separate amendment request to the Board for Contract 9 construction related costs, once Cambridge has brought the contract to at least 90% design this fall. Cambridge has informed MWRA that the factors contributing to the higher Contract 8B cost will contribute to higher Contract 9 cost, as well. While staff reported to the Board in March that an amendment for the Contract 9 construction costs could add \$9.8 million to the MOU/FAA award amount, that estimate is now approximately \$13 million. Cambridge’s share of Contract 9 cost is estimated to be approximately \$20 million, including \$8 million of otherwise eligible cost that Cambridge will pay pursuant to an agreement reached with MWRA in 2008.

BUDGET/FISCAL IMPACT:

The FY14 CIP budget includes \$86,920,907 for design and construction of the Cambridge CSO projects. This funding includes the award amount for Contract 8A, and estimated amounts for the remaining Contracts 8B and 9. Amendment 10 will increase the total award amount of the MOU and FAA with the City of Cambridge to \$79,377,337. If approved, staff will update the budgeted amounts in FY15 to reflect the \$2,074,374 award increase pertaining to Contract 8B as described in Amendment 10 to the MOU and FAA.

MBE/WBE PARTICIPATION:

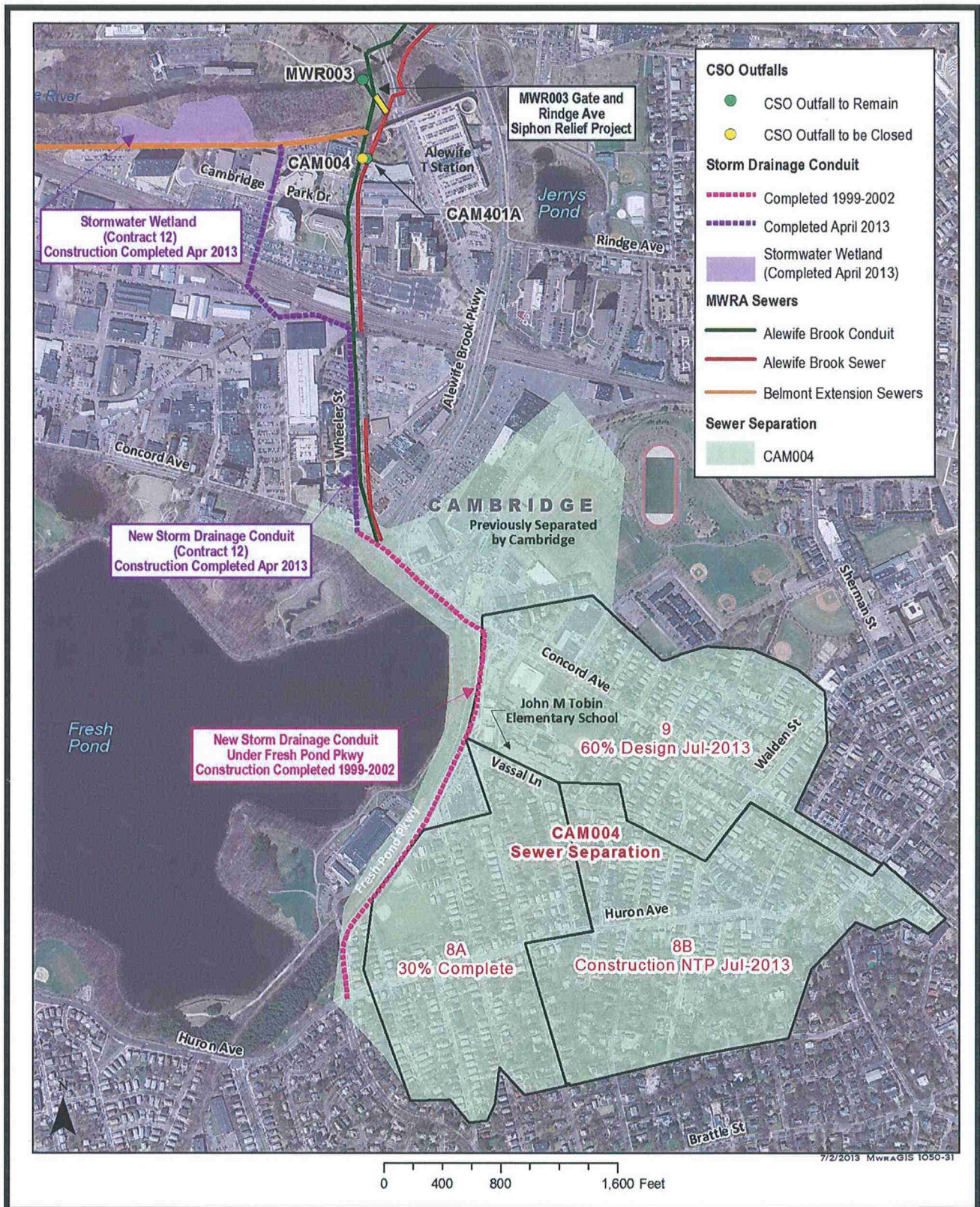
In accordance with the MOU, MBE and WBE participation in the Cambridge Sewer Separation and Floatable Controls projects will comply with DEP requirements and City of Cambridge policy.

ATTACHMENT:

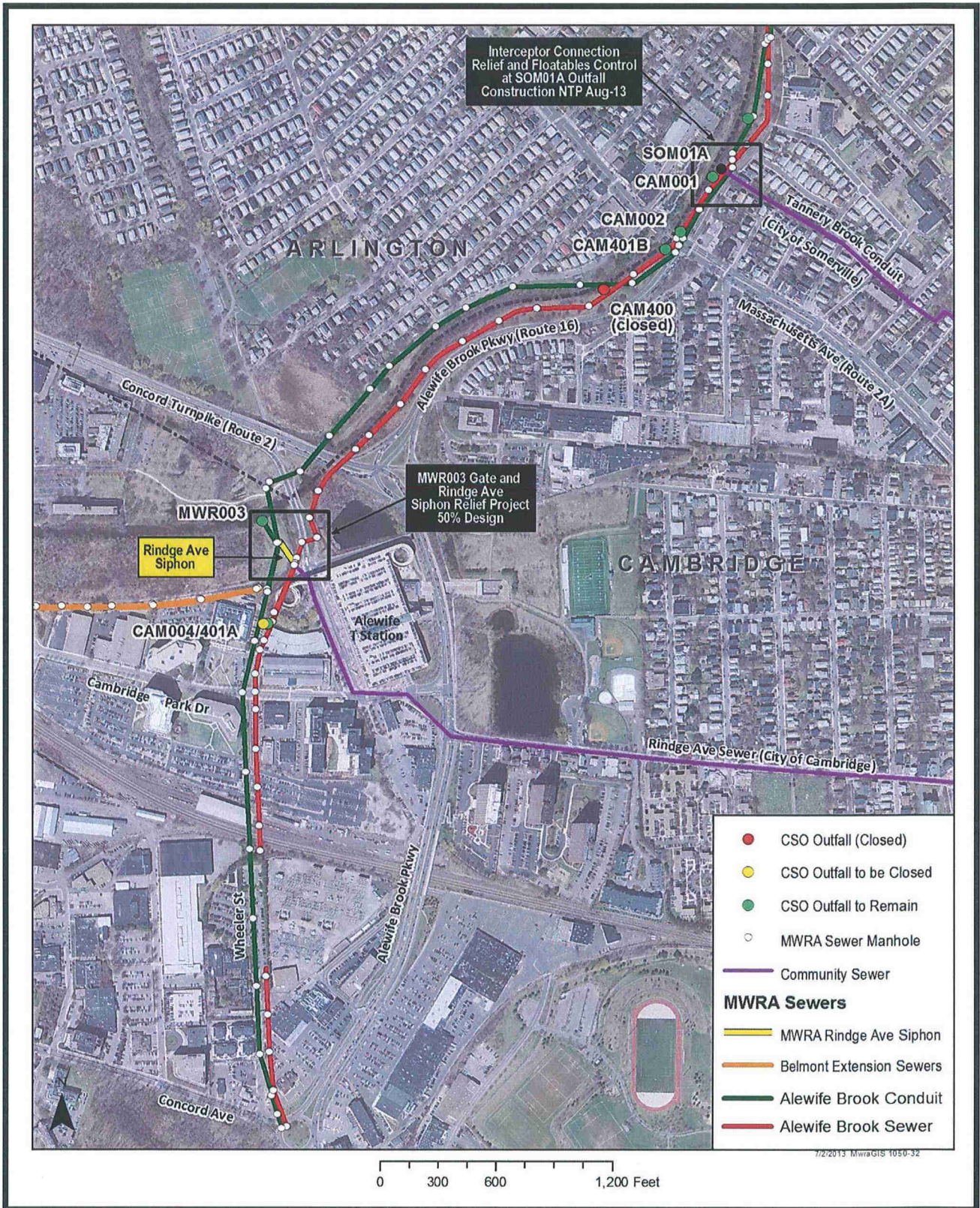
Attachment 1 – Map of Alewife Brook CSO Control Plan (1 of 2)

Attachment 2 – Map of Alewife Brook CSO Control Plan (2 of 2)

Attachment 1




Alewife Brook CSO Control Plan (1 of 2)



Alewife Brook CSO Control Plan (2 of 2)


STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 17, 2013
SUBJECT: Electrical Diagnostic Testing and Services - Deer Island Treatment Plant
American Electrical Testing Company, Inc.
Contract S521

COMMITTEE: Wastewater Policy & Oversight

INFORMATION

VOTE


Rachel C. Madden, Director
Administration and Finance

Daniel K. O'Brien, P.E., Director, Deer Island WWTP
Richard J. Adams, Manager, Engineering Services
Preparer/Title


Michael J. Hornbrook
Chief Operating Officer

RECOMMENDATION:

To approve the award of Contract S521, Electrical Diagnostic Testing and Services - Deer Island Treatment Plant, to the lowest responsive bidder, American Electrical Testing Company, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute said contract in the bid amount of \$1,770,775.00, for a term of 1,095 calendar days from the Notice to Proceed.

DISCUSSION:

The Deer Island Treatment Plant's electrical distribution system consists of 43 medium- and low-voltage substations, which either distribute power directly or transform (step-down or reduce) and then distribute power to low-voltage process equipment critical for maintaining the overall operation of the wastewater treatment plant. A typical substation is comprised of several components, including a transformer, a load-break switch, switchgear, and either bus duct or cable bus. The electrical distribution system is certainly one of the most critical systems on Deer Island. To ensure proper operation and reliability of this equipment, each substation requires extensive preventative maintenance and frequent testing because of the combination of salt-laden air and the presence of hydrogen sulfide inherent in a coastal wastewater treatment plant.

Pictured on the right is a 2,500-Kilovolt-Ampere transformer and load break switch for the Disinfection Facility (a picture of a fairly typical internal view of one of Deer Island's 15-kV switchgear is shown on the bottom right) replaced approximately one year ago.



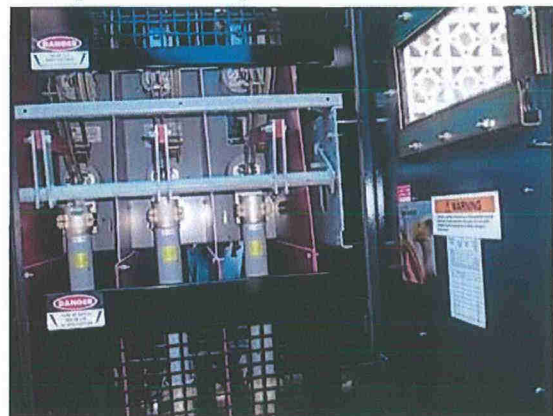
MWRA staff have developed a comprehensive testing program built upon nationally recognized, industry recommendations and standards. An important component of this program is a separately contracted electrical testing contract with a firm possessing the necessary expertise to test, diagnose, troubleshoot, and recommend corrective measures for all of Deer Island's electrical distribution equipment.

Many of the testing methods employed under this contract are similar to the ones that are used during installation to ensure that the equipment is operating as designed and specified. The photo to the left shows one of the installation contractor's technicians performing such start-up tests. In addition to operational and performance testing, other tests may include oil analysis to identify overheating issues, infrared scanning for signs of equipment deterioration, or use of other specialized equipment. Visual inspection includes checking for damaged or loose components or signs of corrosion.



Many of the testing methods employed under this contract are similar to the ones that are used during installation to ensure that the equipment is operating as designed and specified. The photo to the left shows one of the installation contractor's technicians performing such start-up tests. In addition to operational and performance testing, other tests may include oil analysis to identify overheating issues, infrared scanning for signs of equipment deterioration, or use of other specialized equipment. Visual inspection includes checking for damaged or loose components or signs of corrosion.

MWRA has contracted these specialized electrical testing services since 1999. The scope of work under this contract includes annual servicing, replacement parts, if required, and regular testing of all 43 electrical substations. Staff developed the frequency of testing based upon a number of factors that include: nationally recognized industry standards; results attained from years of previous electrical testing, which have shown that equipment in certain areas of the plant, particularly



exterior locations, require more testing and attention than others; and the age and type of equipment. The contract also includes technical assistance on an as-needed basis.

Procurement Process

Contract S521 was advertised and competitively bid as a non-professional services contract. Bids were opened on June 27, 2013 with the following results:

American Electrical Testing Company	\$1,770,775
<i>Engineer's Estimate</i>	<i>\$1,842,000</i>
3C Electrical, Inc.	\$2,394,478
Siemens Industry, Inc.	\$2,596,376

The Engineer's Estimate for this work was \$1,842,000; American Electrical Testing Company's bid is 3.9% lower than this estimate. Staff believe that this bid amount is within an acceptable range of accuracy and reflects the low bidder's familiarity with Deer Island's electrical distribution system.

American Electrical Testing Company has successfully performed a substantial amount of electrical testing for MWRA dating back to the Boston Harbor Project. The company has always bid aggressively and has been the lowest bidder on a number of previous electrical testing contracts, including the last contract.

References were checked and found to be favorable. Staff are of the opinion that the bid price is reasonable and complete. Staff are confident that the firm possesses the skill, ability, and integrity necessary to successfully perform the work under this contract for the price bid. Therefore, staff recommend the award of this contract to American Electrical Testing Company as the lowest responsive bidder.

BUDGET/FISCAL IMPACT:

There are sufficient funds available in the Operations Division's FY14 Current Expense Budget for the first year of this contract. Appropriate funding will be included in subsequent Proposed CEB requests for the remaining two years of the contract.

MBE/WBE PARTICIPATION:

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

MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the
Water Policy and Oversight Committee

June 26, 2013

A meeting of the Water Policy and Oversight Committee was held on June 26, 2013 at the Authority headquarters in Charlestown. Member Carroll presided. Present from the Board were Ms. Wolowicz and Messrs. Barrera, Foti, Vitale and Walsh; Mr. Swett joined the meeting in progress. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Mike Hornbrook, Pam Heidell and Bonnie Hale. The meeting was called to order at 11:20 a.m.

Information

Weston Aqueduct Supply Main 3, Contract 6539 – Supplemental Information

Subsequent to this award being postponed at the last meeting, staff provided additional detailed information on the complexities and challenges of this project, how the selection process was structured and specifically why Fay Spofford & Thorndike's proposal was deemed superior despite not being the lowest bid. There was general discussion and question and answer.

Approvals

*Emergency Water Supply Agreement with the Town of Hudson

Staff related that two of five Town wells had been removed from service, necessitating the request for a six-month supply of MWRA water. The Committee recommended approval of the Emergency Water Supply Agreement with the Town of Hudson (ref. agenda item B.1).

Contract Awards

*Weston Aqueduct Supply Main 3 - Design, Construction Administration and Resident Engineering Services: Fay, Spofford & Thorndike, LLC, Contract 6539

Mr. Foti stated that if the information provided in the aforementioned supplemental staff summary had been included in the original staff summary, he doubted it would have been postponed at last month's meeting. The Committee then recommended approval of the contract award (ref. agenda item C.1).

* Approved as recommended at June 26, 2013 Board of Directors meeting.

*Gillis Pump Station Improvements: Baystate Electric, Contract 7260

The Committee recommended approval of the contract award (ref. agenda item C.2).

(Mr. Swett joined the meeting.)

Contract Amendments/Change Orders

*Aquatic Invasive Macrophyte Control at the Wachusett Reservoir: Aquatic Control Technology, Inc., Bid WRA-3434, Amendment 1

This item was postponed until the full Board meeting, so that Chairman Sullivan could be present for the staff presentation.

The meeting adjourned at 11:45 a.m.

* Approved as recommended at June 26, 2013 Board of Directors meeting.

MASSACHUSETTS WATER RESOURCES AUTHORITY

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Information

Weston Aqueduct Supply Main 3, Contract 6539 – Supplemental Information

Subsequent to this award being postponed at the last meeting, staff provided additional detailed information on the complexities and challenges of this project, how the selection process was structured and specifically why Fay Spofford & Thorndike's proposal was deemed superior despite not being the lowest bid. There was general discussion and question and answer.

Approvals

*Emergency Water Supply Agreement with the Town of Hudson

Staff related that two of five Town wells had been removed from service, necessitating the request for a six-month supply of MWRA water. The Committee recommended approval of the Emergency Water Supply Agreement with the Town of Hudson (ref. agenda item B.1).

Contract Awards

*Weston Aqueduct Supply Main 3 - Design, Construction Administration and Resident Engineering Services: Fay, Spofford & Thorndike, LLC, Contract 6539

Mr. Foti stated that if the information provided in the aforementioned supplemental staff summary had been included in the original staff summary, he doubted it would have been postponed at last month's meeting. The Committee then recommended approval of the contract award (ref. agenda item C.1).

* Approved as recommended at June 26, 2013 Board of Directors meeting.

*Gillis Pump Station Improvements: Baystate Electric, Contract 7260

The Committee recommended approval of the contract award (ref. agenda item C.2).

(Mr. Swett joined the meeting.)

Contract Amendments/Change Orders

*Aquatic Invasive Macrophyte Control at the Wachusett Reservoir: Aquatic Control Technology, Inc., Bid WRA-3434, Amendment 1

This item was postponed until the full Board meeting, so that Chairman Sullivan could be present for the staff presentation.

The meeting adjourned at 11:45 a.m.

* Approved as recommended at June 26, 2013 Board of Directors meeting.

STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director *FAL*
DATE: July 17, 2013
SUBJECT: Two-Year Purchase Order Contract for the Supply and Delivery of Liquid Oxygen to the John J. Carroll Water Treatment Facility
Airgas USA, LLC
Bid WRA-3648

COMMITTEE: Water Policy & Oversight

INFORMATION
 VOTE
Rachel C. Madden
Rachel C. Madden, Director
Administration and Finance
Michael J. Hornbrook
Michael J. Hornbrook
Chief Operating Officer

John P. Vetere, Deputy Chief Operating Officer
MSG
Michele S. Gillen, Deputy Director, Administration and Finance
Preparer/Title

RECOMMENDATION:

To approve the award of a two-year purchase order contract for the supply and delivery of liquid oxygen to the John J. Carroll Water Treatment Facility, to the lowest responsive bidder under bid WRA-3648, Airgas USA, LLC, and to authorize the Executive Director, on behalf of the Authority, to execute said purchase order contract in an amount not to exceed \$1,305,200, from August 15, 2013 through August 14, 2015.

DISCUSSION:

Liquid oxygen, a primary component of the ozonation process at the Carroll Water Treatment Plant (CWTP), is stored in three 24,000-gallon tanks (pictured on the right).

Ozone was selected as the primary disinfectant because it is a stronger disinfectant than chlorine and provides additional protection for inactivation of *giardia* and other viruses. It is also capable of inactivating *cryptosporidium* (chlorine alone has been determined



to be an ineffective chemical for inactivating *cryptosporidium*). Furthermore, using ozone instead of chlorine for primary disinfection significantly reduces the levels of total trihalomethanes and haloacetic acids, which are disinfection by-products that form when chlorine reacts with precursors that are present in untreated water. DEP and EPA currently regulate these by-products.

Vaporizers convert the liquid oxygen into gaseous oxygen, which is then fed through process piping to the ozone generators. The ozone generators apply an electrical charge to the gaseous oxygen converting the oxygen molecules (O₂) into ozone molecules (O₃).

Staff estimate that the CWTP will use a total of approximately 17,800 tons of liquid oxygen, often referred to as "LOX," during the two-year term of this contract, 9,200 tons during the first year and 8,600 tons for year two. In 2014, when the CWTP's new ultraviolet disinfection system comes on line, the ozone system will begin targeting *giardia* inactivation instead of *cryptosporidium*, as it does currently. Because the ozone requirements for *giardia* inactivation are lower, staff expect that less liquid oxygen will be required during the second year of the contract.

This purchase order contract will require the supplier to deliver liquid oxygen to the CWTP on an as-needed basis. MWRA will only incur costs for product that is delivered and received.

Procurement Process

Bid WRA-3648 was advertised in the Boston Herald, Central Register, Goods & Services, Dodge Reports, El Mundo, and Banner Publications. In addition, bids were made available for public downloading on MWRA's website. Purchasing staff also directly solicited bids from four vendors that have participated in previous MWRA chemical bids.

On July 1, 2013, three bids were received and opened with the following results:

Item	Description	Linde LLC	Airgas USA, LLC	Praxair
1	9,200 Tons of Liquid Oxygen Year One	\$67.64 x 9,200 = 622,288	\$71.20 x 9,200 = \$655,040	\$95.38 x 9,200 = \$877,496
2	8,600 Tons of Liquid Oxygen Year Two	\$71.74 x 8,600 = \$642,764	\$75.60 x 8,600 = \$650,160	\$100.14 x 8,600 = \$861,204
	TOTAL	\$1,239,252	\$1,305,200	\$1,738,700

Linde LLC submitted the lowest total bid price for the two-year contract. However, in its bid, the company took several exceptions to MWRA's standard terms and conditions that shifted significant and unacceptable risk to MWRA, particularly limiting the company's liability. As a result, Linde LLC's bid was determined to be non-responsive.

Staff then reviewed Airgas USA, LLC's bid and determined that it meets all of the requirements of the specifications without any objections to MWRA's standard bid terms and conditions. Airgas USA, LLC holds the current contract for liquid oxygen, which expires on August 14, 2013.

Under the current contract, MWRA is paying \$75.60 per ton (second year pricing – MWRA paid \$70.80 per ton for the first year). The majority of the costs involved with producing liquid oxygen are tied to the natural gas and energy markets, which have remained stable since the previous contract was awarded in 2011.

Staff have been satisfied with the product and services that Airgas USA has provided under its current contract. Therefore, staff recommend the award of this purchase order contract to Airgas USA, LLC as the lowest responsive bidder.

BUDGET/FISCAL IMPACT:

There are sufficient funds available for the first portion of this contract in the Operations Division's FY14 Current Expense Budget. Appropriate funding will be included in subsequent Proposed CEB requests for the remaining term of the contract.

MBE/WBE PARTICIPATION:

Airgas USA, LLC is not a certified Minority- or Women-owned business.

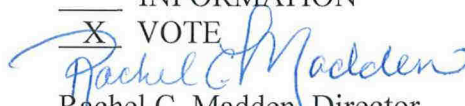
STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 17, 2013
SUBJECT: Hatchery Pipeline and Hydroelectric Design, Construction Administration and Resident Inspection Services
Fay, Spofford & Thorndike, LLC
Contract 7017A

COMMITTEE: Water Policy & Oversight

 INFORMATION

 X VOTE


Rachel C. Madden, Director
Administration and Finance


Michael J. Hornbrook
Chief Operating Officer

Jae R. Kim, P.E., Chief Engineer
Maureen K. McAvoy, P.E., Program Manager
Pamela A. Heidell, Policy and Planning Manager
Preparer/Title

RECOMMENDATION:

To approve the recommendation of the Consultant Selection Committee to select Fay, Spofford & Thorndike, LLC to provide design, construction administration, and resident inspection services for the Hatchery Pipeline and Hydroelectric Project, and to authorize the Executive Director, on behalf of the Authority, to execute said contract in an amount not to exceed \$749,577, for a contract term of 48 months from the Notice to Proceed.

DISCUSSION:

MWRA owns, operates, and maintains the Chicopee Valley Aqueduct (CVA), a large-diameter water transmission main that extends from the CVA Intake/Winsor Dam at Quabbin Reservoir and travels in a southerly, then southwesterly direction to supply water to the three communities now comprising the Chicopee Valley Aqueduct water system, Wilbraham, Chicopee, and South Hadley Fire District #1.

A new water pipeline is proposed (see Attachment 1) to tap raw water from the CVA to convey six million gallons a day (except during periods of drought) to the Massachusetts Division of Fisheries and Wildlife McLaughlin Fish Hatchery. The water to be conveyed by the new pipeline will be withdrawn from the deeper waters of Quabbin Reservoir and will provide a continuous, reliable supply of cold water directly to the hatchery. The pipeline will replace the hatchery's river withdrawals and eliminate the threat to the hatchery that occurs when Quabbin Reservoir fills to capacity and spills warm surface water during summer months.

Declining water demand and climatic conditions have increased the frequency of the warm water spills, which can severely stress the fish and hamper hatchery operations and production. Managing the reservoir to minimize warm water spills complicates reservoir operations; the pipeline to the hatchery will resolve these concerns.

This project has been included in the Capital Improvement Program budget since FY09 and was first identified during discussions concerning MWRA's water system expansion and MWRA's current discharges from Quabbin Reservoir. The proposed 4,500-foot-long, 20-inch-diameter pipeline will tap water from MWRA's CVA immediately upstream of the Quabbin Disinfection Facility. The proposed project also includes hydropower facilities (50 to 59 kW) to capture excess energy as water is conveyed from the higher reservoir elevation to the hatchery. MWRA has received a \$288,810 grant from the Massachusetts Clean Energy Center for half of the projected costs of the hydropower facility's design and construction. MWRA has also submitted a grant application to the Leading-By-Example Clean Energy Project Grant Program for the other half of the hydropower facility's design and construction costs. Projected hydropower generation is approximately 400,000 kilowatt hours a year, which will either be used at MWRA's Quabbin Disinfection Facility or sold to the electric grid under "net metering" provisions. A conservative estimated value of the hydroelectric power generated, including associated Renewable Energy Certificates, is approximately \$60,000 annually.

The proposed alignment would travel west along the shoulder of Route 9, cross the Swift River at the MA Department of Transportation bridge into Belchertown, continue along Route 9 to East Street and south down East Street to the hatchery.

Contract 7017A will include design of the pipeline and hydropower facilities, as well as subsequent construction administration and resident inspection services during this project.

Procurement Process

MWRA utilized a two-envelope Request for Qualifications/Proposals (RFQ/P) with a cost-plus-fixed-fee/percentage fee (CPFF/PF) compensation method.

MWRA received qualifications statements/proposals from the following firms: Camp Dresser and McKee, Inc. (CDM), Dewberry-Goodkind, Inc. (now Dewberry Engineers, Inc.), Fay Spofford & Thorndike, LLC (FS&T), GHD, Inc., and Hatch Mott MacDonald. The Selection Committee evaluated the qualifications of these firms using the following evaluation criteria: Technical Approach and Capacity, Organization/Management Approach (20 points), Qualifications and Key Personnel (15 points), Similar Experience and Past Performance (10 points).

Based on weighted criteria, the Selection Committee identified FS&T, CDM, and Dewberry-Goodkind, Inc. as the most qualified proposers. The Selection Committee felt that GHD, Inc.'s proposal was not as strong as the other proposals in its technical and organization approach and Hatch Mott MacDonald's references were mixed and did not include descriptions of recent similar work. The three shortlisted firms were invited to submit cost proposals.

The Selection Committee then opened the envelopes with the Cost (50 points) and M/WBE (5 points) participation proposals of the shortlisted firms. A cost summary is presented below.

<u>Consultant Firm</u>	<u>Proposed Contract Cost</u>	<u>Level of Effort</u>
FS&T	\$749,577	6,556 hours
CDM	\$987,021	8,159 hours
Dewberry-Goodkind, Inc.	\$1,137,333	10,064 hours

FS&T's qualifications included a comprehensive team with strong experience and expertise in pipeline design standards, particularly with Kleinschmidt Associates as a subconsultant, a firm that specializes in design and construction management of hydroelectric projects. FS&T proposed the lowest cost. Its relatively low cost can be partially attributed to a combination of a discounted indirect cost rate, a discounted fee for office and field, a cap on salary rates, and lower expenses. FS&T requested a salary rate cap waiver for only two of its subconsultants and also elected to reduce the predetermined level of effort for Resident Inspection by 790 hours, from of 1,750 hours to 960 hours, which resulted in a reduction in bid price of approximately \$50,000. Consultants are allowed to reduce the predetermined level of effort but are obligated to provide up to the full predetermined level of effort, if needed, at no additional cost. During subsequent negotiations, FS&T indicated that, based on its background research, site visit, and characteristics of the pipeline route, the pipeline construction will proceed at a quicker pace. Therefore, FS&T believes the Resident Inspection hours can be reduced.

CDM's proposed cost is approximately 24% higher than that of FS&T. Although CDM discounted its indirect cost rate, it was still the highest among the proposers.

Dewberry-Goodkind proposed the highest cost and level of effort of all proposers. Dewberry-Goodkind did not offer a discounted indirect cost rate and proposed salary rate cap waivers for 10 individuals.

The Selection Committee scored and ranked the proposals as follows:

<u>Consultant</u>	<u>Total Points/ Order of Preference*</u>	<u>Overall Ranking</u>
FS&T	335/4	1
CDM	307/8	2
Dewberry-Goodkind, Inc.	243/12	3

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

FS&T received the highest total points and was unanimously ranked first by the Selection Committee. Staff met with FS&T to review the project scope and associated pricing. Staff believe that FS&T's knowledge of pipeline design standards and requirements and the

composition of the firm's proposed project team, combined with its low overhead rate, enabled FS&T to provide a competitively priced proposal for this project.

Staff are of the opinion that FS&T has the necessary experience and personnel to complete this project and is qualified to do so. Therefore, staff recommend the award of Contract 7017A to Fay, Spofford & Thorndike, LLC.

BUDGET/FISCAL IMPACT:

The Approved FY14 CIP includes a budget of \$750,000 for Contract 7017A.

MBE/WBE PARTICIPATION:

There were no minimum MBE and WBE participation requirements for this project. However, FS&T has committed to 4.94% MBE and 9.52% WBE participation.

ATTACHMENT:

Attachment 1 – Proposed Pipeline Route

Attachment 1
Proposed Pipeline Route



MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the
Personnel and Compensation Committee

June 26, 2013

A meeting of the Personnel and Compensation Committee was held on June 26, 2013 at the Authority headquarters in Charlestown. Member Barrera presided. Present from the Board were Ms. Wolowicz and Messrs. Carroll, Foti, Swett, Vitale and Walsh. Among those present from the Authority staff were Fred Laskey, Steve Remsberg, Rachel Madden, Bob Donnelly and Bonnie Hale. The meeting was called to order at 11:45 a.m.

Approvals

*PCR Amendments – June 2013

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

*Appointment of Project Manager, PIMS, Toxic Reduction and Control

The Committee recommended approval of the appointment of Lori Paradice to the above position (ref. agenda item A.2).

*Appointment of Senior Program Manager, OCC

The Committee recommended approval of the appointment of Michael J. McCarthy to the above position (ref. agenda item A.3).

The meeting adjourned at 11:50 p.m.

* Approved as recommended at June 26, 2013 Board of Directors meeting.

STAFF SUMMARY


TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director
DATE: July 17, 2013
SUBJECT: July PCR Amendments



COMMITTEE: Personnel and Compensation

 INFORMATION

 X VOTE


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


Rachel C. Madden
Director, Administration & Finance

RECOMMENDATION:

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

DISCUSSION:

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

The amendment is:

1. Title change to a vacant position (Applications Support Supervisor to IT Project Manager III) in the MIS Department, A & F Division to address current information technology needs.

This amendment requires approval by the Personnel and Compensation Committee.

BUDGET/FISCAL IMPACT:

None.

ATTACHMENTS:

New/Old Job Descriptions

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.


MASSACHUSETTS WATER RESOURCES AUTHORITY
 POSITION CONTROL REGISTER AMENDMENTS
 FISCAL YEAR 2014

PCR AMENDMENTS REQUIRING PERSONNEL & COMPENSATION COMMITTEE APPROVAL - July 17, 2013

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
P32	Administration & Finance MIS 8610082	V	T	Applications Support Supervisor	6	12	IT Project Manager III	6	12	N/A	N/A - N/A	\$0 - \$0	To meet the information technology needs of the department
PERSONNEL & COMP COMMITTEE TOTAL=					1		TOTAL					\$0 - \$0	
GRAND TOTAL =					1		TOTAL ESTIMATED COSTS:					\$0 - \$0	

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.


STAFF SUMMARY

TO: Board of Directors
FROM: Frederick A. Laskey, Executive Director 
DATE: July 17, 2013
SUBJECT: Appointment of Senior Program Manager, Quality Assurance

COMMITTEE: Personnel & Compensation

INFORMATION
 VOTE

Robert G. Donnelly, Director, Human Resources
Richard P. Trubiano, P.E., Deputy Chief Operating Officer
 Preparer/Title


Michael J. Hornbrook
 Chief Operating Officer

RECOMMENDATION:

To approve the appointment of David L. Gottshall, to the position of Senior Program Manager, Quality Assurance (Unit 9/30), at an annual salary of \$112,540.89, effective July 20, 2013.

DISCUSSION:

The position of Senior Program manager, Quality Assurance, recently became vacant as a result of the promotion of the incumbent, Dr. Betsy Reilley, to the position of Director, ENQUAD. This is a critically important position in that it oversees MWRA's Quality Assurance Unit whose primary responsibility is to ensure the highest quality drinking water for 2.2 million people.

The Quality Assurance unit currently has 17 staff positions and is responsible for developing and directing the extensive annual raw and finished water sampling program, guides reservoir operations relative to algae concerns and water transfer needs and analyses, reports on all data, operates the water contamination monitoring system, assures compliance with various NPDES permits, and provides technical assistance to service area communities. Ongoing issues include reporting on the results from the new Carroll Water Treatment Plant UV system and addressing community bacteria and nitrate water quality concerns.

Selection Process

This position was posted internally as it was determined that there was sufficient experience and expertise within the current MWRA workforce. Three candidates applied and a committee of three senior managers conducted interviews with all three candidates. Upon completion of the interview process, the committee selected Mr. David L. Gottshall as the most qualified.

Mr. Gottshall is being recommended for this position because of his technical and water quality expertise, his in-depth knowledge of water quality testing methods and regulatory requirements, his experience with database management methods, and his extensive management and supervisory experience.

For the past four years, Mr. Gottshall has held the position of Program Manager, Data Management, in the Quality Assurance Unit. In that capacity, he has been responsible for the management and oversight of a wide range of projects, most notably the development and implementation of MWRA's water contaminant monitoring system. Mr. Gottshall has demonstrated managerial and leadership skills in his position. He has excellent personal communication skills and has been actively involved in the development and delivery of training courses, preparation of reports, SOPs, quality assurance plans, and strategy papers.

Mr. Gottshall has 26 years of progressive experience in quality assurance of drinking water quality. In previous positions, he has been responsible for directing laboratory operations for several public and private large-scale water/wastewater/environmental testing laboratories. He has worked with database analysis tools and methods as an ongoing part of delivery of test results to clients. He has 19 years of prior supervisory experience in large technical organizations with a range of 12 to 50 reporting staff. He has been responsible for all aspects of supervision (hiring, performance review, and discipline) and management (budgeting, cost controls, quality assurance, health and safety oversight, and technical oversight).

Mr. Gottshall has a B.S. in Chemistry and a B.A. in Geography from Villanova University. He has completed the requirements for his Grade 1T water treatment license and will complete the requirements for his Grade 2T within six months of his appointment.

BUDGET/FISCAL IMPACT:

There are sufficient funds in the FY14 CEB for this position. The recommended salary is in accordance with the current Unit 9 collective bargaining agreement.

ATTACHMENTS:

- Resume of David Gottshall
- Position Description
- Organization Chart

David L. Gottshall

EXPERIENCE:

Massachusetts Water Resources Authority; Southborough, Massachusetts Program Manager, Data Management, 2009 – Present.

Manager of a staff of four tasked with providing timely and accurate information relating to the operations of the water system.

Provide periodic reports to operations management regarding water quality of source water, process treatment, and within the Authority distribution system;

Provide periodic reports to government agencies to demonstrate and document compliance with current regulations;

Provide periodic reports to client communities to educate citizens with regard to their water quality and encourage consumer confidence;

Provide ad hoc reports, as requested, to meet the needs and expectations of our various internal or external clients.

Member of a team of four Quality Assurance Managers tasked with the constant monitoring of those items that may influence the quality of either source or finished water.

Monitor, review, and disseminate microbiological data that may be a concern to Authority management. Follow up to insure regulatory compliance, as required;

Monitor, review, and disseminate plankton (algae) data that may be a concern to Authority management. Follow up to insure compliance with internal trigger levels, as required;

Monitor and review contaminant monitoring system notifications for possible changes in baseline water quality conditions. Investigate significant changes to identify source or elevate to senior management if source cannot be identified.

Lead responsible for specification, procurement, installation, characterization, and final acceptance of the Authority Contaminant Warning System (WRA 3090).

Developed specification and bid scope utilizing USEPA guidance documents, review of best available technology, and communication with other water utilities;

Participated in procurement process including bid development, vendor qualification, and payment scheduling; Developed and managed installation schedule, system locations, and coordinated with professional and trade staff as well as external vendors to activate 14 of the 18 system locations (so far);

Actively manage project with integration of two (2) new prefabricated buildings (coordinating installation with other Authority departments; Security and SCADA), continued characterization of the warning system and development of CWS Database Server tools;

Support development and expansion of the system for new facilities (Spot Pond Covered Storage) and remote monitoring (buoy, mobile, etc).

Monitor and review contaminant monitoring system notifications for possible changes in baseline water quality conditions. Investigate significant changes to identify source or elevate to senior management if source cannot be identified.

Department of Public Works; Woburn, Massachusetts
Chemist, Water Treatment Plant, 2009.

Perform tasks associated with community compliance with the Total Coliform Rule (TCR).

Collect water samples and conduct field tests including chlorine residual, and temperature, following standard operating procedures;

Maintain and calibrate field and laboratory testing equipment, and prepare reagents and buffers as required;

Develop methods and perform laboratory testing as required;

Develop, review, and implement Standard Operating Procedures relevant to sampling, field testing, and related duties.

Provide technical support to other areas of water treatment including bulk chemical acceptance, health and safety, instrument maintenance and troubleshooting, and data reporting.

Perform laboratory setup including instrument installation, chemical inventory, and waste collection and storage.

Groundwater Analytical, Inc.; Buzzards Bay, Massachusetts
Quality Assurance Manager, 1998-2008.
Organics Lab Manager, 1991-1993.

Manager of an environmental analytical laboratory staff of 50 tasked with meeting the data quality objectives of clients.

Oversee a multi-state laboratory certification program and individual analyst training;

Provide technical review of data to insure compliance with analytical procedures, and regulatory requirements;

Perform internal quality assurance audits and assist in external audit;

Prepare reports to management, clients, and regulatory agencies as required.

Develop and implement semivolatile gas chromatographic and mass spectrometric analysis sections.

Developed procedures, systems, and baseline criteria to bring gas chromatographic analysis for the identification and quantitation of organochlorine pesticides and PCBs on-line;

Developed procedures, systems, and baseline criteria to bring gas chromatography-mass spectrometric analysis for the identification and quantitation of base-neutral and acid extractables on-line;

Formalized internal reporting and tracking of sample and quality control results.

Provide technical support and oversight to other areas of environmental organic analytical analysis including instrument maintenance and troubleshooting, laboratory automation, and data collection hardware and software.

Provide technical support and expertise to the development of a laboratory expansion plan including physical plant, utilities, and design considerations.

Camp Dresser and McKee; Cambridge, Massachusetts

Laboratory Supervisor, 1993-1998.

Senior Scientist, 1987-1990.

Supervision of environmental analytical laboratory team of 6 responsible for meeting client expectations.

Scheduled sample analysis to meet required hold and turn around times;

Reviewed and verified data generated on client samples; responsible for quality assurance/quality control of EPA approved methodologies;

Prepared internal reports and finalized client data deliverables.

Development and implementation of custom methodologies to provide unique environmental solutions.

Developed and implemented method modifications to provide enhanced Extractable Petroleum Hydrocarbon (EPH) analysis;

Developed and implemented novel sample preparation schemes to minimize sample matrix interference.

Provide validation services to project officers and engineers.

Correlated field and laboratory data for comparability assessment;

Reviewed Quality Assurance Plans and Sampling and Analytical Plans to verify that specified methodologies would meet project data quality objectives;

Validated third party laboratory data to verify that it met project data quality objectives;

Performed laboratory audits to verify laboratory capabilities, quality assurance and control procedures, and staff qualifications.

**MWRA
POSITION DESCRIPTION**

POSITION: Senior Program Manager, Quality Assurance

PCR#: 5821001

DIVISION: Operations

DEPARTMENT: Quality Assurance

BASIC PURPOSE:

Directs and oversees the water quality monitoring program, review and monitor results and reports, evaluate water quality conditions, and direct response to water quality events as needed. Oversees the assessment of drinking water quality including corrosion control and water treatment technologies and research.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Environmental Quality.

SUPERVISION EXERCISED:

Exercises general supervision of four professional staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees the timely monitoring of drinking water quality, including sampling, testing, data analysis and interpretation of results.
- Reviews treatment processes and targets. Monitors compliance with drinking water regulations. Makes recommendations for treatment changes and adjustments.
- Oversees resolution of community or public water quality complaints. Oversees timely notification and participates in emergency response for water quality incidents.
- Oversees and participates in the preparation of routine water quality reports.
- Oversees water quality monitoring program for compliance with SDWA and other regulatory programs.
- Oversees Water Quality Contaminant Monitoring System analyzers, develops CMS program,

and participates in the development of response plans.

- Participates in the start-up of new water facilities, including development of facility handbooks, SOPs, O&M manuals and training programs.
- Oversee and refine/develop standard operating procedures for response to water quality events, chemical delivery program and other programs.
- Prepares and manages section budgets and staff performance reviews.
- Acts as On-Call Manager for Quality Assurance in rotation with other QA staff.
- Identify FOD water operations training needs. Works to improve FOD staff productivity and performance through SOP improvements and implementation of technology advances.

SECONDARY DUTIES:

- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Four- (4) year college program in sanitary engineering, microbiology, chemistry or related field. A Masters degree, Ph.D. degree or PE preferred; and
- (B) Eight (8) to ten (10) years experience in water quality related work, of which at least four (4) years is in a supervisory position; or
- (C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of the principles and practices of sanitary engineering/water quality analysis.
- (B) Comprehensive understanding of drinking water quality issues.
- (C) Proficiency in computer software, including the use of databases, data analysis and presentation, statistical analysis and Microsoft Office products.
- (D) Excellent oral and written communication skills.

(E) Ability to communicate technical information effectively.

(F) Must be available for on call rotation.

SPECIAL REQUIREMENTS:

Possession of a valid Treatment Grade II Operator License or ability to obtain within six months of appointment.

TOOLS AND EQUIPMENT USED:

Laboratory equipment and instruments, 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in a laboratory environment.

April 2013

Operations Division
Quality Assurance

