

AGENDA

DATE: Tuesday, January 16, 2024

TIME: 5:30 PM

PLACE: By Video Conference and Teleconference

To facilitate access, members of the public may join a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Dilene Byrd at dbyrd@norwalkct.org to provide written public comment prior to a meeting.

WPCA Regular Meeting:

1. Call to Order
2. Public Input - (Guests at WPCA meetings may speak to any item on the agenda. Comments shall be limited to no more than three (3) minutes per speaker.)
3. Approve the minutes from the WPCA Meeting held on December 18, 2023. (copy included)
4. Authorize the Chief of Operations and Public Works to issue orders on contract with Colonna Concrete & Asphalt Paving LLC. for the Project DRG 2021-1 Dreamy Hollow/Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements Project for an amount not to exceed \$250,000. (drawing included)

Account No. 09244062-5777-C0361

5. Schedule Public Hearing for Proposed FY 2024-25 Sewer Use Rates on Tuesday, February 20, 2023 at 5:30 PM
6. Financial Model Update (presentation by Woodard and Curran)
7. Contract Operations Report:
 - a. Veolia Monthly Operating Report – December 2023 (copy included)
 - b. Major Repair or Replacement / Out of Scope Items:
 - 1) Aeration Tank Stairs (copy included)
8. Reports:
 - a. FY23/24 Revenues/Expenditures MUNIS Reports (copy included)
 - b. Draft FY24/25 Capital Budget and Operating Budget (copies included)
 - c. Discussion on WPCA Engineering Projects:
 - 1) Catch Basin Disconnect Program
 - 2) Hubbell's Lane Relief Sewer
 - 3) Keeler Brook PS Replacement
 - d. Discussion on WPCA Construction Projects
 - 1) Collection – Sammis and Bell Island Sewershed Rehabilitation (copy included)
 - 2) Collection – Dreamy Hollow Project
 - 3) PS - Five Mile, Old Trolley Way, Karen Dr., and Woodward Ave. Rehabilitation
 - e. Sewer Use Bill Appeals/Adjustments Update
 - 1) Appeal status
 - f. Information Copies: None
9. Adjournment

Next WPCA Meeting: **Tuesday, February 20, 2024, 5:30 PM**
By Video Conference and Teleconference

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**CITY OF NORWALK
WATER POLLUTION CONTROL AUTHORITY VIA ZOOM VIRTUAL
VIDEOCONFERENCE AND TELECONFERENCE
REGULAR MEETING
DECEMBER 18, 2023**

Attendance: Darren Oustafine, Chairman
John Ignieri, Vice Chairman
Chris Mannella
John Bove
Heather Dunn

Staff: Vanessa Valadares, Chief of Operations and Public Works
Ralph Kolb, WPCA Senior Environmental Engineer

Others: Mathew Brown, Project Manager, Veolia, Inc
Ross Gambino, Asst. Project Manager, Veolia, Inc.

1. CALL TO ORDER

Mr. Oustafine called the meeting to order at 5:30PM. There was not a quorum present.

2. PUBLIC INPUT- (GUESTS AT THE WPCA MEETING AMY SPEAK TO ANY ITEM ON THE AGENDA. COMMENTS SHALL BE LIMITED TO NO MORE THAN THREE (3) MINUTES PER SPEAKER.)

There was no public input this evening.

4. CONTRACT OPERATIONS REPORT

a. Veolia Monthly Operating Report- November 2023 (copy included)

Mr. Brown reported and said November was another successful month and the collections team completed 3.5 miles of TV inspection, 3.25 miles of sewer line cleaning, and 1.23 miles of SLRAT sonar inspection. He said that 134 manhole inspections were also done as well as 39 IPP samples and inspections. He said they have begun a large implementation project on the aeration basins and the project was originally set to begin when Veolia took over the contract, but had identified some infrastructure issues and had done a large conduit project and the same company that did all of that work is doing the instrumentation installation along with SCADA contractor and should be tied into the SCADA system at the end of January.

Mr. Brown said that a full-time office administrator has been hired and she is a Norwalk native and has had a long career in the corporate world in Stamford as an executive assistant and she will start on January 2, 2024. He said as he mentioned at the last meeting the utility worker has been promoted to Operator I and has recently hired a new utility worker who is currently finishing a seasonal position at Recreation and Parks and will be starting on January 8, 2024.

Mr. Brown said the facility was in compliance with all permit requirements for the month of November, and the average flow for the month was 11.9, and the average flow for a six-month rolling average is 12 for the flows.

b. Sludge Blend Tank Rehabilitation Update

Mr. Brown said that the coating team completed the interior and exterior tank for blend tank number one, but some additional electrical and piping still needs to be done and should be fully back online by the first or second week in January. He shared before and after pictures and said that they did a phenomenal job on the project.

c. Major Repair or Replacement/Out of Scope Items:

1) Bell Island PS Stair Replacement (copy included)

Mr. Brown said the Bell Island pump station which is a small pump station and most of it is underground the staircase that goes to the bottom of the wet well is the original staircase and is very corroded and unsafe so they have worked with WPCA staff and decided it was best to replace the staircase and should be installed at the beginning of the new year.

Ms. Dunn joined the meeting at 5:33PM.

2. APPROVE THE MINUTES FROM THE WPCA MEETING HELD ON NOVEMBER 20, 2023 (COPY INCLUDED)

On page 2, item 2, change “of” to “on”

**** MR. IGNIERI MOVED TO APPROVE AS AMENDED.**

**** THE MOTION PASSED WITH FOUR (4) IN FAVOR AND ONE (1) ABSTENTION- MS DUNN.**

5. REPORTS

a. FY 23/24 Revenues/Expenditures MUNIS Reports (copy included)

There was no discussion.

b. Draft FY 24/25 Capital Budget (copy included)

Mr. Kolb said there are two requests for fiscal year 2024-25 and the first is for just over \$13 million dollars for the collection system rehabilitation and the monies that are being requested is following the recommendations of the Collection System Master Plan and Facility Plan. He said for the wastewater treatment plant part of the Facility Plan that was submitted there were \$68 million dollars in total over 10 years of recommended non-consent order items and staff would like to move the final settling tank project forward at a cost of approximately \$20 million dollars, and the blower project (phase I of three phases of the aeration system) at a cost of \$18 million dollars which will help to reduce greenhouse gases as well as electrical costs at the wastewater treatment plant. He said there is over \$8 million dollars of past appropriations for this project and that is why they are only recommending \$30 million dollars for the project over the next three years, and because it is part of the Facility Plan that was submitted to the state for review and approval it is more of a placeholder.

c. Discussion on WPCA Engineering Projects:

1) Catch Basin Disconnect Program

Mr. Kolb said he just received the draft basis of design report for the catch basin disconnect program. He said that 38 catch basins have been identified as semi or critical that are connected to the sanitary sewer system that they are looking to disconnect. He said that he requested a meeting with the DPW engineering team later this week to engage them on the

report, so they are a part of project as they evaluate the feasibility and eventually go into design to separate the catch basins.

Mr. Mannella asked if there is an update on the pile that was through the pipe of Moody's Lane. Mr. Kolb said the pile was removed successfully, approximately 600 ft of sanitary sewer pipe was cleaned and a seal was installed at the penetration. He shared all of the costs with the city's legal team and they are working with existing property owners to determine who is responsible for costs. Mr. Brown shared photos of the work.

2) Hubbell's Lane Relief Sewer

Mr. Kolb said he just received the 30% design documents last week and the WPCA will be reviewing that and submitting any comments back to the engineer following review.

3) Keeler Brook PS Replacement

Mr. Kolb said within the past week WPCA staff submitted the required documents to Zoning for a zoning permit and there is a meeting scheduled this week with the legal team.

d. Discussion on WPCA Construction Projects

1) Collection- Sammis/Bell Island Sewershed Sanitary Sewer Rehabilitation

Mr. Kolb said the contract was just signed with Insituform and approximately 48,000 linear feet of sanitary sewer pipe will be CIPP lined and there is a kickoff meeting with the construction team that is scheduled for January 3, 2024. He said it is anticipated that in early spring that they will bring in their subcontractor to begin cleaning and televising to sections of sanitary sewer to be lined.

2) Collection- Dreamy Hollow

Mr. Kolb said the contractor is working on Saddle Road to rehabilitate some sanitary sewers that had a reversed pitch and needed to be replaced and the work is ongoing. In addition to that staff has been working with Woodard and Curran on a design for the Dry Hill Road area where there are two catch basins that are connected to the sanitary sewer, and the design they are proposing would allow them to disconnect those two catch basins from the sanitary sewer and connect it to a box culvert on Dry Hill Road out to Friendly pond and would also improve the drainage in in area.

3) PS- Five Mile, Old Trolley Way, Karen Dr., and Woodward Ave. Rehabilitation

Mr. Kolb said three of the four pump stations have been completed and the Old Trolley Way pump station is the last to be completed and the electrical contractor is on site to prepare for the pipe and pump replacement. He said there are some change orders that have been approved, but the work has not yet begun.

e. Sewer Use Bill Appeals/Adjustments Update

1) Appeal Status

Mr. Kolb said the appeals to date are \$35,589.

f. Information Copies:

1) 2024 WPCA Meeting Schedule

Mr. Kolb noted that in January and February there are holidays on the third Monday of the month so the WPCA meetings will be held on Tuesday.

6. ADJOURNMENT

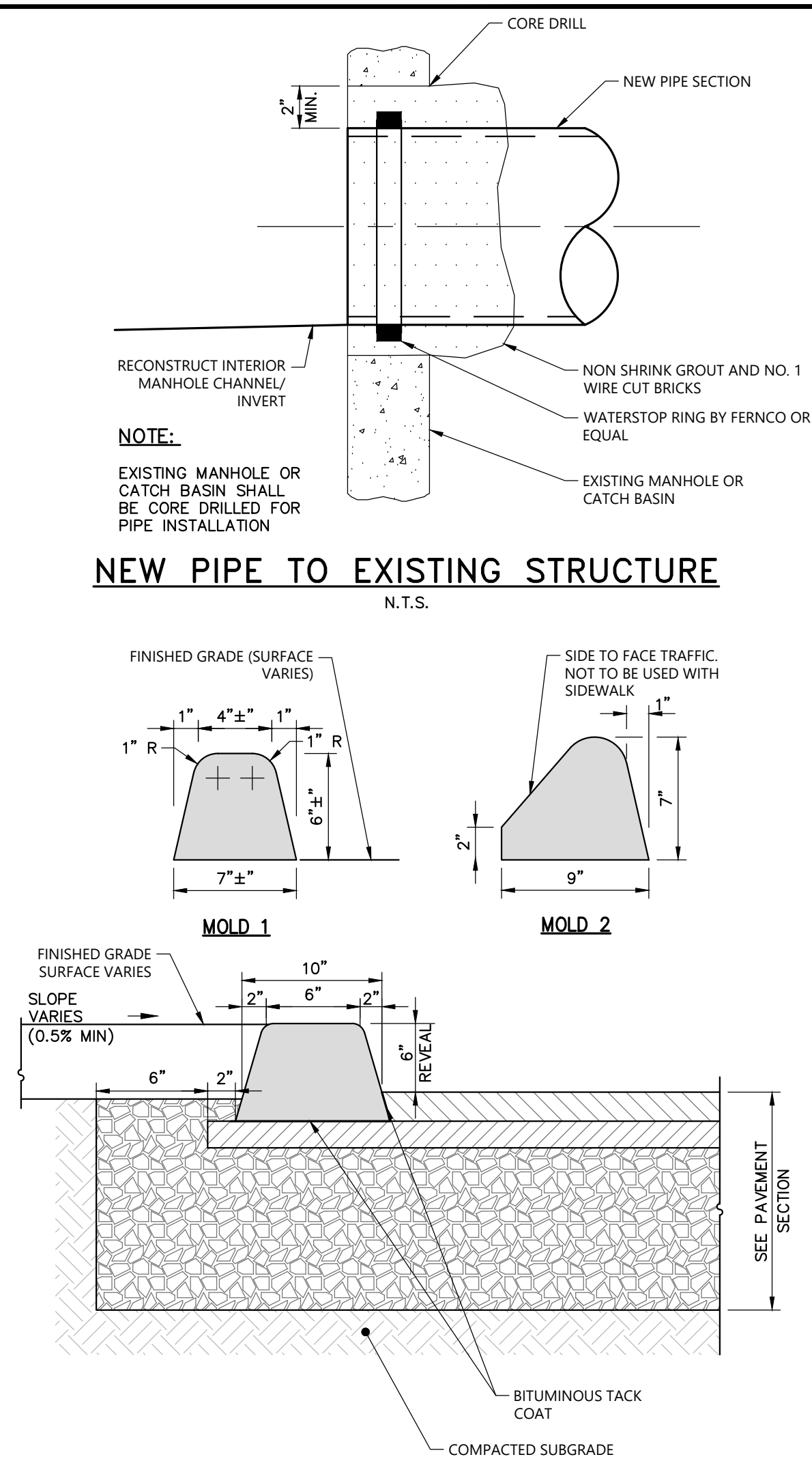
**** MR. IGNERI MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 5:52PM.

Respectfully submitted,

Dilene Byrd



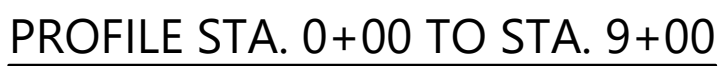
NOTES:

PLAN VIEW

1. CURB MOLD 2 WILL BE USED IN ALL SITUATIONS EXCEPT WHERE THE CURB FORMS THE EDGE OF THE SIDEWALK. MOLD 1 SHALL BE USED IN CONJUNCTION WITH SIDEWALKS OR WHERE THERE IS A POTENTIAL FOR SIDEWALKS.

2. CONTRACTOR TO VERIFY EXISTING MOLD TYPE PRIOR TO CONSTRUCTION. MOLD TYPE SHALL MATCH EXISTING.

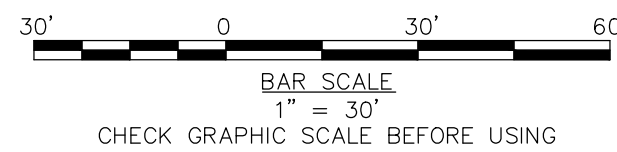
BITUMINOUS CURB
NOT TO SCALE



STRUCTURE TABLE						
NAME	DIA.	RIM	INV INV/SIZE/FROM	INV OUT/SIZE/TO	STA./OFFSET	
DMH6	4"	67.10	64.20/15"HDPE/DMH5	64.10/15"HDPE/EX CB 34	8+38/154.3' L	
EX CB 30	4"	67.84		64.00/15"HDPE/DMH2	3+07/16.2' R	
EX CB 31	4"	71.72		67.90/15"HDPE/DMH1	5+34/23.1' L	
EX CB 33	4"	71.42		67.50/15"HDPE/DMH1	5+32/27.6' R	
EX CB 34	4"	66.58	63.90/15"HDPE/DMH5	63.80/12"HDPE/	8+31/162.8' L	
PROP CB 32	4"	70.30		66.80/15"HDPE/DMH5	8+04/167.1' L	

PIPE NAME	SIZE	LENGTH	SLOPE
SD1	15" HDPE	8'	0.0750
SD2	15" HDPE	11'	0.0182
SD3	15" HDPE	6'	0.0833
SD4	15" HDPE	143'	0.0126
SD5	15" HDPE	7'	0.0286

*INCLUDES STRUCTURES AND PIPES NOT SHOWN IN PROFILE.



REVISONS		DATE	BY
3	DRY HILL ROAD ADDENDUM	12/23	ANL
2	RFI NO.005 CULVERT ELEVATIONS	08/22	OP
1	SADDLE ROAD SEWER REVISIONS	04/22	DMB
APPROVED BY: ANTHONY R. CARR		P.E.# 28018	DATE
CHIEF OF OPERATIONS AND PUBLIC WORKS			
APPROVED BY: VANESSA N. VALADARES		P.E.# 28346	DATE
PRINCIPAL ENGINEER			
DESIGNED BY: KJT		DRAWN BY: BCM	
CHECKED BY: DBS		CHECKED BY: KJT	

CITY OF NORWALK
DEPARTMENT OF PUBLIC WORKS

DREAMY HOLLOW/BETTS BROOK
AREA – DRAINAGE, SANITARY
SEWER, & WATER MAIN
IMPROVEMENTS

DRY HILL ROAD PLAN AND PROFILE

C-208

DATE : OCTOBER 2021

DPW PROJ.

SCALE : AS NOTED

SHEET 34 OF 34



Norwalk Water Pollution Control Authority
Executive Summary
December 2023

EXECUTIVE SUMMARY

December Highlights

- The Veolia collections system team completed 1.70 miles of TV inspection, the cleaning of 1.93 miles of sewer lines, and 2.42 miles of SL Rat.
- The IPP inspection program conducted 45 inspections.
- The Instrumentation Project on the aeration basins is ongoing. The new conduit and instrumentation were installed. The SCADA contractor is currently assembling the electrical panel and will install it on-site once its completed.
- A significant rain event led to the activation of the 002 outfall on December 18, 2023. The system activated for 8 hours and 30 mins and discharged 1.07 MG over the duration of the event. All sampling, analysis, and reporting was completed in accordance with the permit and standard operating procedures.
- A significant rain event led to the activation of the 002 outfall on December 28, 2023. The system activated for 7 hours and 19 mins and discharged 1.79 MG over the duration of the event. All sampling, analysis, and reporting was completed in accordance with the permit and standard operating procedures.

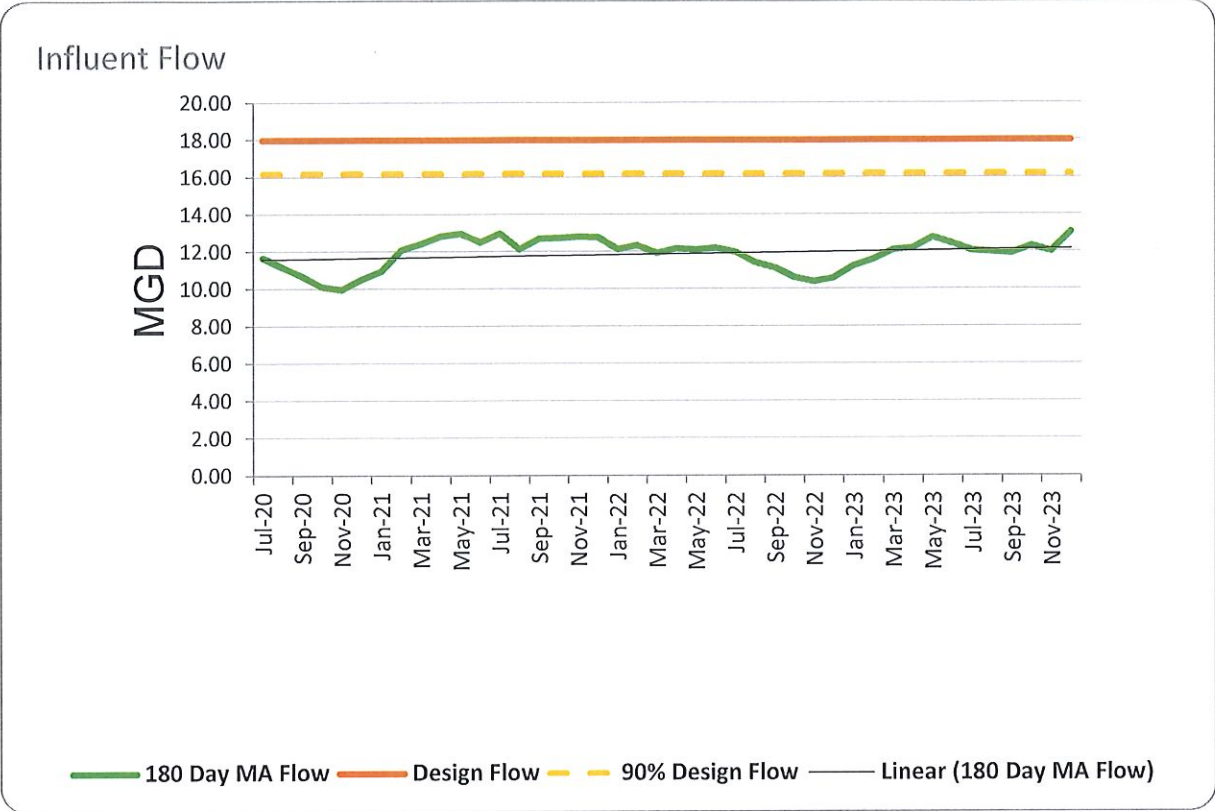
Regulatory Events

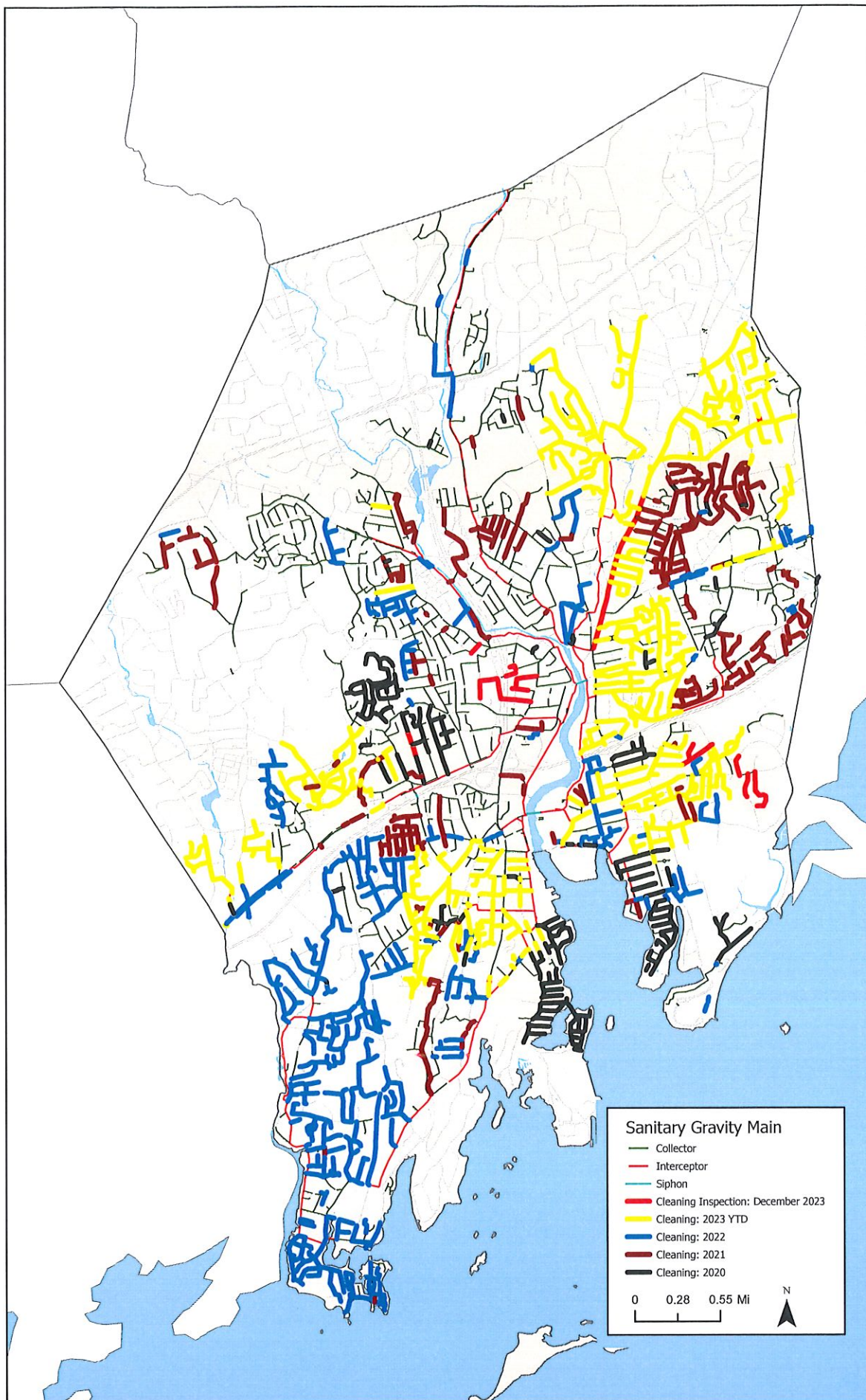
- The Facility was in compliance with all permit requirements for the month of December.
- The netDMR, MOR, and NAR reports were submitted to CT-DEEP and EPA in December.

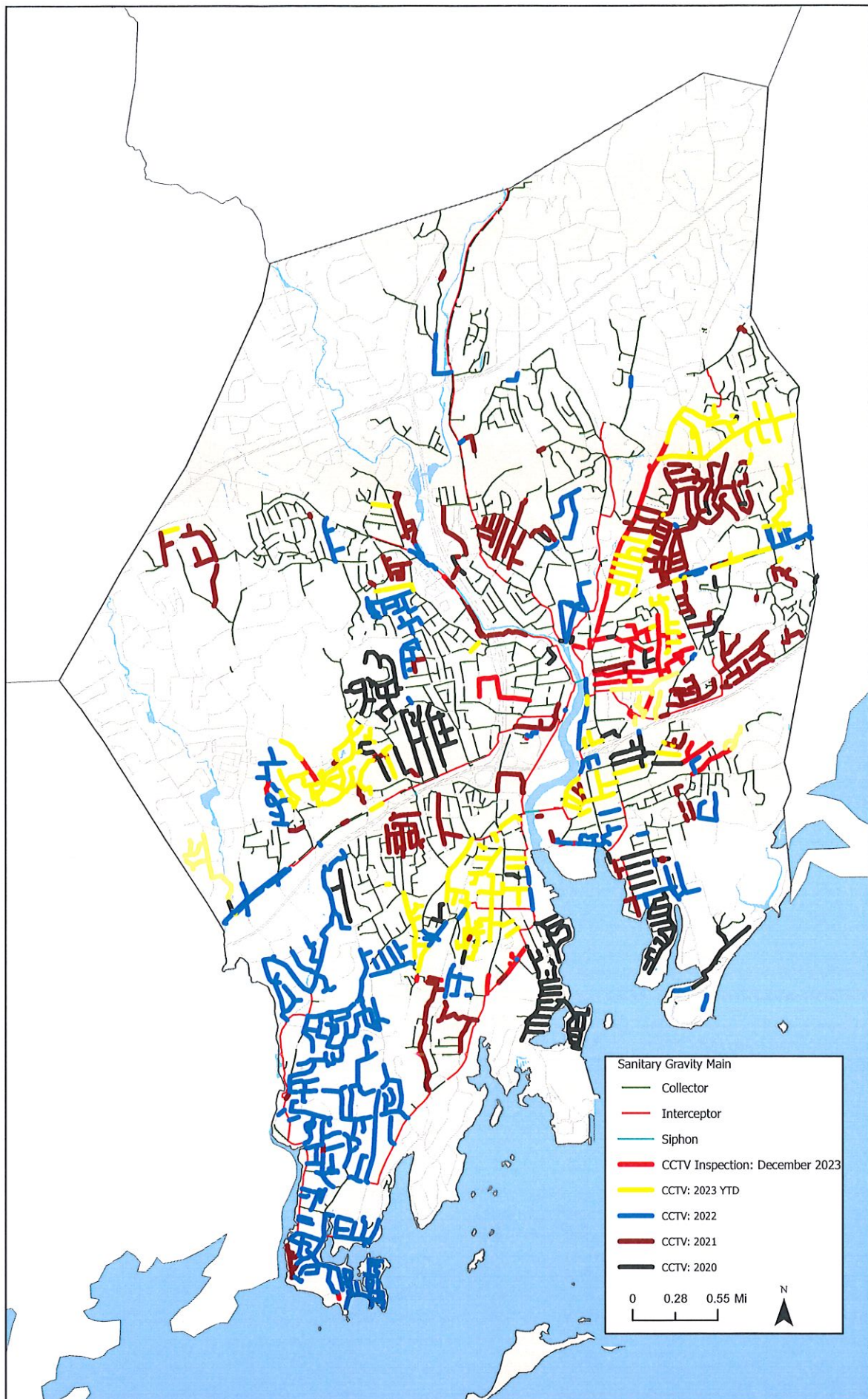
EXECUTIVE SUMMARY - Key Operational Parameters

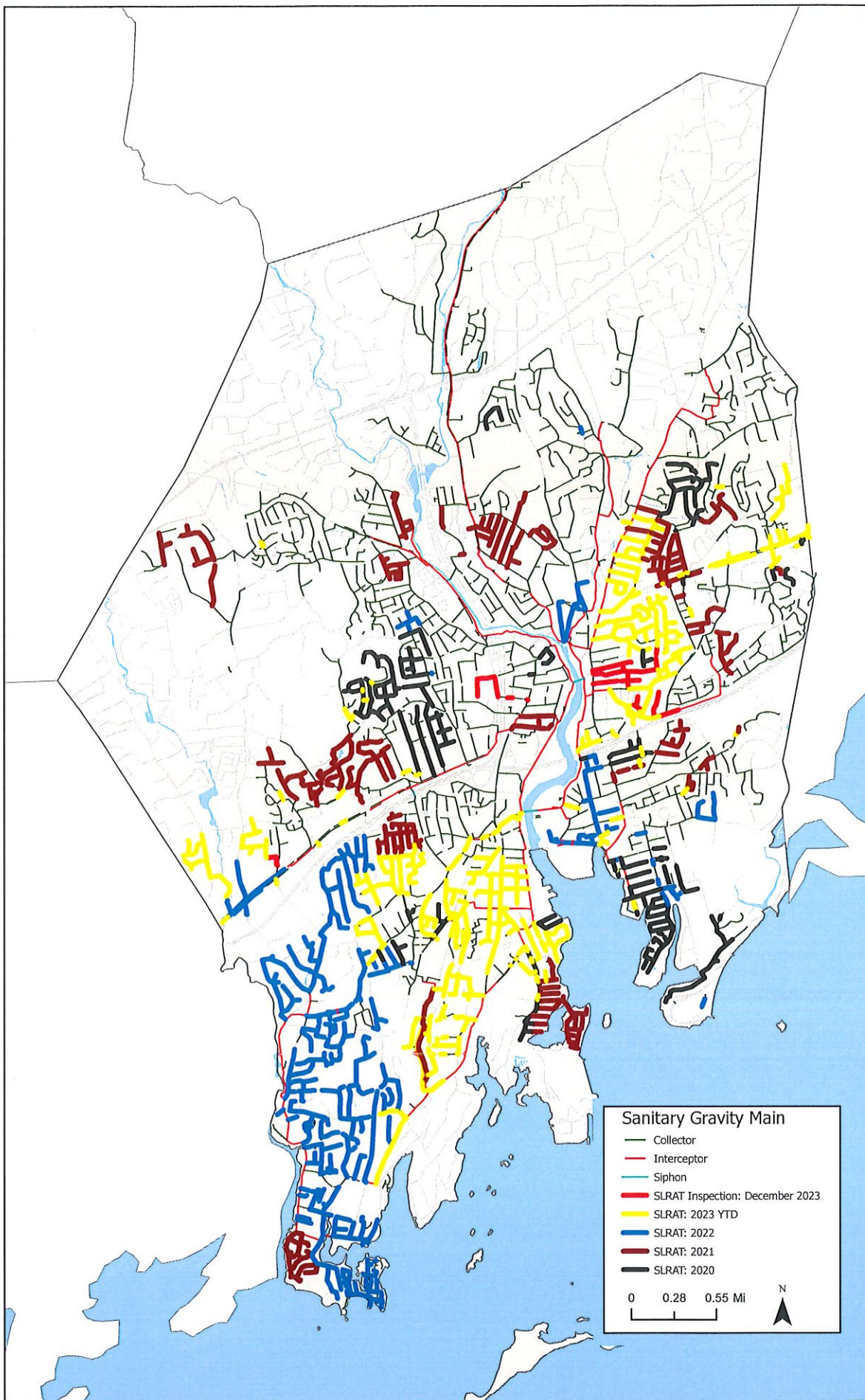
Parameter	Units	December Result	CYTD Result	Contract Limit
Average Daily Flow	MGD	16.9	n/a	n/a
180 Day Average Daily Flow	MGD	13.08	n/a	n/a
Effluent BOD	mg/l	5.1	n/a	10
Effluent TSS	mg/l	4.6	n/a	10
Effluent Fecal Coliform	# / 100 ml	3	n/a	10
Effluent Enterococci	# / 100 ml	10	n/a	30
Effluent Total Chlorine	mg/l	0.01	n/a	0.07
Effluent Total Nitrogen	lbs/day	931	n/a	1,000
Biosolids Quality (cake)	% solids	25	n/a	n/a
Biosolids Disposal (cake)	DT/month	115	n/a	n/a
Biosolids Disposal (liq)	DT/month	95	n/a	n/a
Biosolids Disposal (total)	DT/month	210	n/a	n/a
Grit and Screenings	WT/month	12	n/a	n/a
Chemicals – Hypochlorite	gal/month	11256	n/a	n/a
Chemicals – Bisulfite	gal/month	6731	n/a	n/a
Chemicals – Polymer	gal/month	1200	n/a	n/a
Chemicals – Odor C21ontrol	gal/month	0	n/a	n/a
Sewer Cleaning	Miles	1.93	17.47	3 miles (avg)
CCTV Inspection	Miles	1.7	18.34	2 miles (avg)
Odor Complaints	#	0	n/a	0
SL-RAT Inspection	Miles	2.42	3.65	60 months
Manhole Inspections	#	0	268	50/m
IPP Inspections	#	45	224	Approx. 500/year

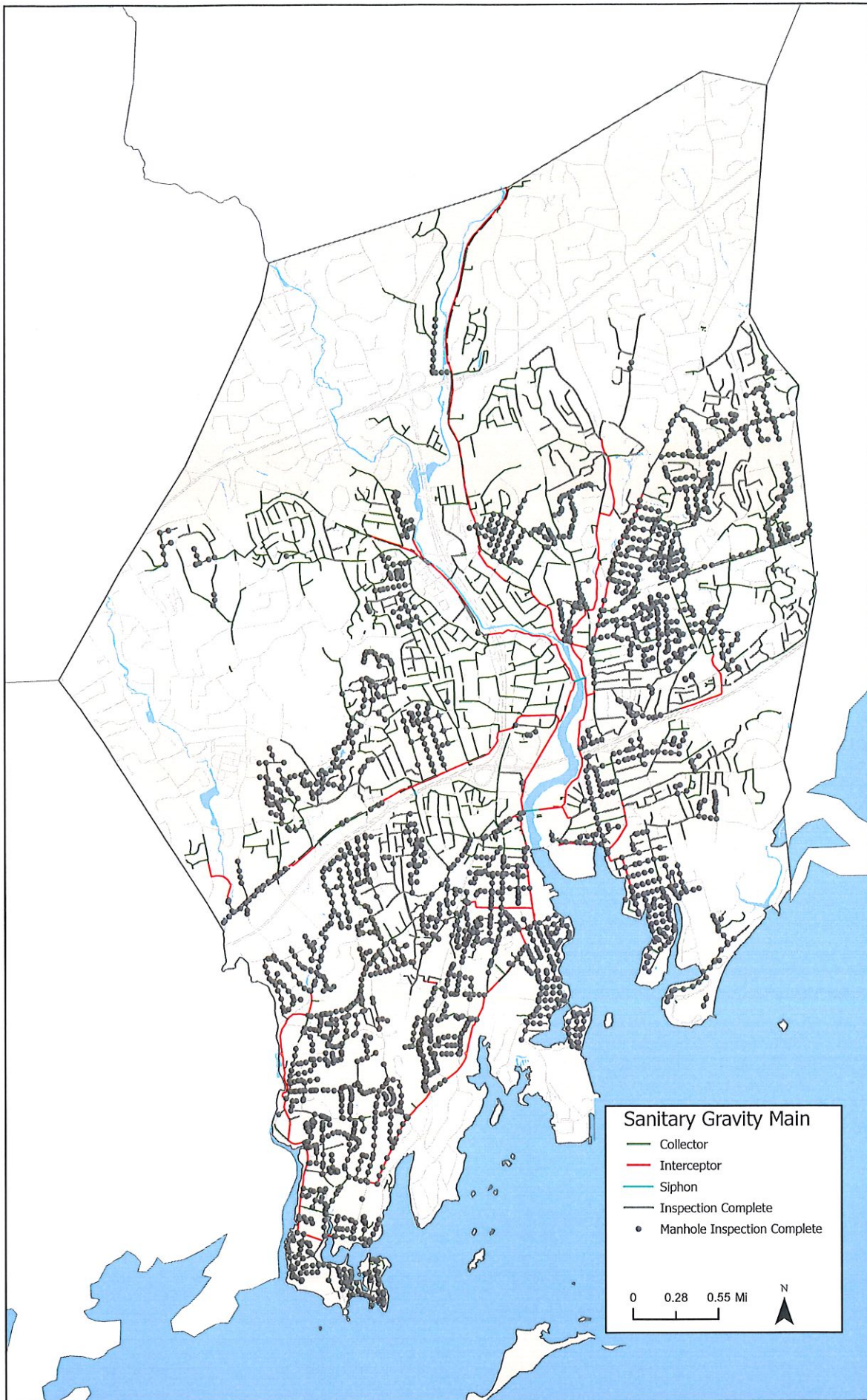
EXECUTIVE SUMMARY - Influent Flow











VEOLIA - Norwalk, CT - Procurement Review Form					
Project Name:		Aeration Tank Stairs			
BU/Cust :		00401 Veolia Municipal Water - 2159 Norwalk, CT			
Description of Goods/Services:					
Install code compliant stairs, landing and cement pad to enter and exit aeration tank #1					
Selected Vendor:		OSCO Safety / A.J. Penna			
M/WBE Solicited	No	If no, describe why: MBE supplier not available			
Bidder Names (* = incumbent)	OSCO Safety	A.J. Penna	Little River Welding		
Bid Amount	\$6,807.00	\$4,450.00	\$13,655.00		
Bid Amount					
Total	\$11,257.00				
Subcontractor / Vendor Selection: Provide justification for use of vendor and describe contract benefits					
The contractors selected for the stairs and landing (OSCO Safety) manufactures pre made landings and stair to meet code requirements. AJ Penna is a preferd					
Selected Vendor:		OSCO Safety / A.J. Penna			
Vendor / Subcontractor ()	\$0.00				
Vendor / Subcontractor ()					
Contingency (10%)	\$1,125.70				
Veolia Mark Up (15%)	\$1,857.41				
Other Project Costs	\$0.00				
Total Project Cost	\$14,240.11				
City of Norwalk Review					
Reviewed & Approved by:		Signature & Date			
Ralph K Kolb		Ralph K. Kolb		12/27/2023	
Subcontractor / Vendor Spend Information					
Contract Type	R&M > \$10,000	Task Order Value		\$ 14,240	
Contract Term					
Expense Type	OPEX - PT				
Pricing Format	Cost plus 15%	Single / Sole Source Vendor Selection			
Bond & Liquidated Damages	No	Legal Review		n/a	
Prevailing Wage Required	No	SCM Review		n/a	
Legal Review					
Reviewed & Approved by (Legal only):		Signature & Date			
SCM Review					
Reviewed & Approved by (SCM only):		Signature & Date			
Project Requester		Required Approvers		Required Approvers	
Print Name:		Print Name:			
Sign:		Sign:			

Procurement Review Form Guidelines

Purpose:

- 1) Form will serve as confirmation of SCM review and Legal review as needed.
- 2) Form will ensure compliance with corporate procurement guidelines.

When to Use the Form

This form must be completed for all purchases over \$25,000 and submitted to the Supply Chain Management team.

7.6.1

YEAR-TO-DATE BUDGET REPORT

FOR 2024 99

ACCOUNTS FOR:	ORIGINAL	TRANSFERS/ ADJUSTMENTS	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
22 WATER POLLUTION CONTROL							
040 PUBLIC WORKS							
224062 WATER POLLUTION CONTROL							
224062 4051 INTEREST	-65,000	0	-65,000	-40,954.06	.00	-24,045.94	63.0%
224062 4121 NITROGEN	-50,000	0	-50,000	-31,626.00	.00	-18,374.00	63.3%
224062 4451 SEWER PERM	-1,500	0	-1,500	-600.00	.00	-900.00	40.0%
224062 4453 SEPTIC LIC	-1,200	0	-1,200	-100.00	.00	-1,100.00	8.3%
224062 4513 SEWER CHRGR	-17,940,000	0	-17,940,000	-103,722.00	.00	-17,940,000.00	.0%
224062 4516 SPT DIS FE	-175,000	0	-175,000	.00	.00	-71,278.00	59.3%
224062 4521 WILTON SU	-600,000	0	-600,000	.00	.00	-600,000.00	.0%
224062 4522 SEWER USE	-45,000	0	-45,000	-81,236.00	.00	36,236.00	180.5%
224062 452C INDUSTRIAL	-175,000	0	-175,000	-500.00	.00	-174,500.00	.3%
224062 452D SEWER CONN	-150,000	0	-150,000	-22,307.78	.00	-127,692.22	14.9%
224062 452E IPP INTERE	-5,000	0	-5,000	-2,235.97	.00	-2,764.03	44.7%
224062 4807 REIMB EXP	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
224062 4825 BOND PREM	0	0	0	-861,393.83	.00	861,393.83	100.0%
224062 489F REIMB GF	-136,163	0	-136,163	-136,163.00	.00	.00	100.0%
224062 4901 INV INCOME	-110,000	0	-110,000	-80,333.62	.00	-29,666.38	73.0%
TOTAL WATER POLLUTION CONTROL	-19,454,863	0	-19,454,863	-1,361,172.26	.00	-18,093,690.74	7.0%
TOTAL PUBLIC WORKS	-19,454,863	0	-19,454,863	-1,361,172.26	.00	-18,093,690.74	7.0%
TOTAL WATER POLLUTION CONTROL	-19,454,863	0	-19,454,863	-1,361,172.26	.00	-18,093,690.74	7.0%
TOTAL REVENUES	-19,454,863	0	-19,454,863	-1,361,172.26	.00	-18,093,690.74	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/ ADJUSTMENTS	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
22	WATER POLLUTION CONTROL	APPROP		BUDGET			BUDGET	USED
040 PUBLIC WORKS								
224062 WATER POLLUTION CONTROL								
224062 5110	WAGES & SA	432,914	0	432,914	224,929.18	.00	227,984.82	49.7%
224062 5120	WAGES & SA	100,000	0	100,000	2,491.90	.00	97,508.10	2.5%
224062 5140	WAGES & SA	36,000	0	36,000	5,692.57	.00	30,307.43	15.8%
224062 5150	LONGEVITY	1,150	0	1,150	1,140.00	.00	10.00	99.1%
224062 5235	MEMBERSHIP	10,000	0	10,000	8,408.05	.00	1,591.95	84.1%
224062 5241	ELECTRIC	1,553,000	0	1,553,000	673,293.63	.00	879,706.37	43.4%
224062 5245	TELEPHONE	2,000	0	2,000	.00	.00	2,000.00	.0%
224062 5252	LEGAL SERV	250,000	0	250,000	84,383.30	.00	165,616.70	33.8%
224062 5258	OMI	10,430,000	1,539,528	11,969,528	5,083,561.53	4,436,844.74	2,449,121.99	79.5%
224062 5286	BUSINESS E	32,000	0	32,000	5,988.19	.00	26,011.81	18.7%
224062 5295	SEMINAR&CO	20,000	0	20,000	.00	.00	20,000.00	.0%
224062 5298	OTHER	250,000	10,638	260,638	4,364.05	.00	256,273.45	1.7%
224062 5418	INSURANCE	140,086	0	140,086	.00	.00	140,086.00	.0%
224062 5428	BENEFITS	241,404	0	241,404	.00	.00	241,404.00	.0%
224062 5521	PRINCIPAL	3,208,420	0	3,208,420	2,562,079.98	.00	646,340.02	79.9%
224062 5522	INTEREST	1,011,484	0	1,011,484	509,229.72	.00	502,254.28	50.3%
224062 5523	BOND EXP	0	0	0	78,363.23	.00	-78,363.23	100.0%
224062 5651	TO G/F	692,807	0	692,807	692,807.00	.00	28,922.36	100.0%
224062 5741	IT HARDWAR	60,000	0	60,000	31,077.64	.00	28,922.36	51.8%
224062 5789	RESERVE	963,598	0	963,598	.00	.00	963,598.00	.0%
TOTAL WATER POLLUTION CONTROL		19,454,863	1,550,166	21,005,029	9,967,809.97	4,436,844.74	6,600,374.05	68.6%
TOTAL PUBLIC WORKS		19,454,863	1,550,166	21,005,029	9,967,809.97	4,436,844.74	6,600,374.05	68.6%
TOTAL WATER POLLUTION CONTROL		19,454,863	1,550,166	21,005,029	9,967,809.97	4,436,844.74	6,600,374.05	68.6%
TOTAL EXPENSES		19,454,863	1,550,166	21,005,029	9,967,809.97	4,436,844.74	6,600,374.05	68.6%

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
Draft FY 2024-25 Operating Budget Summary

REVENUES (224062)

ACCOUNT	DESCRIPTION	APPROVED FY 23-24	PROJECTED ACTUAL FY 23-24	PROPOSED FY 24-25
Sewer Use Charges				
4513	Norwalk Customers ¹	\$ 18,585,000	\$ 18,785,000	\$ 19,592,000
4521	Wilton Interlocal Agreement ²	\$ 17,940,000	\$ 17,940,000	\$ 18,747,000
4522	Other Contract Customers	\$ 600,000	\$ 800,000	\$ 800,000
		\$ 45,000	\$ 45,000	\$ 45,000
Other Revenues				
452C	Industrial Pretreatment Surcharge ³	\$ 869,863	\$ 865,489	\$ 849,863
452D	Sewer Connection Fees	\$ 175,000	\$ 190,000	\$ 175,000
452E	Industrial Pretreatment Interest	\$ 150,000	\$ 150,000	\$ 150,000
4451	Sewer Permits	\$ 5,000	\$ 5,000	\$ 5,000
4807	Reimbursement of Expenses	\$ 1,500	\$ 1,500	\$ 1,500
4453	Septage Haulers Licenses	\$ 1,000	\$ -	\$ 1,000
4516	Septage Disposal Fees	\$ 1,200	\$ 1,200	\$ 1,200
4121	Nitrogen Credits ⁴	\$ 175,000	\$ 175,000	\$ 175,000
4901	Investment Income ⁵	\$ 50,000	\$ 31,626	\$ 30,000
4051	Interest on Delinquent Accounts ⁶	\$ 110,000	\$ 110,000	\$ 110,000
489F	Reimbursement for Indirect Expenses ⁷	\$ 65,000	\$ 65,000	\$ 65,000
		\$ 136,163	\$ 136,163	\$ 136,163
TOTAL \$		19,454,863	19,650,489	20,441,863

¹ Rate increase of 4.5%, which is an increase of \$18 residential, \$26 commercial; \$0.46/1000 gallons commercial consumption per WPCA Financial Model.

² Includes annual adjustments and a 98.2% collection rate per Tax Collector's Office and may fluctuate based upon economic conditions.

³ Billed on actual metered wastewater flow. Varies based on audited expenditures.

⁴ Registration fees are waived in FY23/24. No change in IPP rates.

⁵ Nitrogen FY23/24 credits estimated based on past CTDEEP credit sharing.

⁶ Per Comptroller.

⁷ Per Comptroller.

⁸ Salaries, benefits and other direct costs for WPCA support services, City Sewer Use Fee, IPP/FOG billing and stormwater O&M.

8.6.

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
Draft FY 2024-25 Operating Budget Summary

EXPENDITURES (224062)

ACCOUNT	DESCRIPTION	APPROVED FY 23-24	PROJECTED ACTUAL FY 23-24	PROPOSED FY 24-25
	Personnel/Benefits			
5110	Wages & Salary - Regular ¹	\$ 831,469	\$ 831,469	\$ 1,219,488
5428	Employee Benefits	\$ 452,915	\$ 452,915	\$ 706,026
5120	Wages & Salary - Overtime	\$ 241,404	\$ 241,404	\$ 376,312
5140	Wages & Salary - Part-time	\$ 100,000	\$ 100,000	\$ 100,000
5150	L longevity	\$ 36,000	\$ 36,000	\$ 36,000
		\$ 1,150	\$ 1,150	\$ 1,150
5258	Operations & Maintenance Fees ²	\$ 10,430,000	\$ 10,430,000	\$ 10,795,100
5651	Indirect Expenses ³	\$ 692,807	\$ 692,807	\$ 725,000
5241	Electricity ⁴	\$ 1,553,000	\$ 1,553,000	\$ 1,607,400
5298	Other Contractual Services	\$ 250,000	\$ 250,000	\$ 250,000
5252	Legal Services	\$ 250,000	\$ 250,000	\$ 250,000
	Administration			
5286	Business Expense (General Office / Billing Costs)	\$ 94,000	\$ 94,000	\$ 94,000
5245	Telephone	\$ 32,000	\$ 32,000	\$ 32,000
5741	IT Hardware / Software	\$ 2,000	\$ 2,000	\$ 2,000
		\$ 60,000	\$ 60,000	\$ 60,000
5235	Professional Dues/Memberships	\$ 10,000	\$ 10,000	\$ 10,000
5295	Training/Conferences	\$ 20,000	\$ 20,000	\$ 20,000
5418	Property Insurance/Liability Premium Worker's Compensation ⁵	\$ 140,086	\$ 140,086	\$ 145,000
5789	Replacement Reserve - Wilton's portion per agreement	\$ -	\$ -	\$ -
5789	Replacement Reserve - Norwalk ⁶	\$ 963,598	\$ -	\$ 190,055
5521	Debt Service - Principal	\$ 3,208,420	\$ 3,208,420	\$ 3,248,691
5522	Debt Service - Interest	\$ 1,011,484	\$ 1,011,484	\$ 1,887,129
	TOTAL \$	19,454,863	18,491,265	20,441,863

¹ Includes step and COL increases. Includes 2 new positions for FY24/25.

² Includes a 3.5% increase on base service fee, contract incentives, and a 5% contingency for contract components (pass-through and extraordinary items).

³ Salaries, benefits and other direct costs for City support services including Finance Department (CFO, Tax Collector, Tax Assessor, Comptroller, IT/GIS, Purchasing, and Management & Budgets), Customer Service, and DPW Engineering.

⁴ Assumes 3.5% increase over previous year.

⁵ Per Risk Management and Finance Department

⁶ Funds to be used for rate stabilization in future years related to multiple collection system, WWTP, and pump station projects included in WPCA Financial Model.

Does not include \$850K for transfer by WPCA Board for unanticipated expenses.

Capital Improvement Projects

WPCA

Summary Page

#	Project Title	Project	2025	2026	2027	2028	2029	Total
1	COLLECTIONS SYSTEM REHABILITATION	C0361	\$13,350,000	\$7,600,000	\$7,600,000	\$4,250,000	\$4,250,000	\$37,050,000
2	PUMP STATION UPGRADE/REPLACEMENT	C0361	\$0	\$0	\$250,000	\$250,000	\$250,000	\$750,000
3	WWTP REHABILITATION/IMPROV EMENT	C0791	\$10,000,000	\$10,000,000	\$10,000,000	\$0	\$0	\$30,000,000
Total			\$23,350,000	\$17,600,000	\$17,850,000	\$4,500,000	\$4,500,000	\$67,800,000

8.6.

Capital Budget Form

Division WPCA
Department
Project Status EXISTING
Project ID C0361
Project Name COLLECTIONS SYSTEM REHABILITATION
Project Life 50
Schedule Start
Schedule Completion
Ranking # 1

POCD Code: 11.1.A

Alignment with Plan of Conservation & Development

Establish systems for municipal assets and capital improvements.

Is this request for new construction/equipment?

Yes No
☐ ☒

Is this request for replacement/refurbishment ?

☒ ☐

Project Description

#	FYE	Description	Amount	Justification
1	2025	Collections System Rehabilitation	\$ 13,350,000	Sewer Capital improvement projects rehabilitating the city's 200 miles of sanitary sewer based on various inspections reviews.
2	2026	Collections System Rehabilitation	\$ 7,600,000	Sewer Capital improvement projects rehabilitating the city's 200 miles of sanitary sewer based on various inspections reviews.
3	2027	Collections System Rehabilitation	\$ 7,600,000	Sewer Capital improvement projects rehabilitating the city's 200 miles of sanitary sewer based on various inspections reviews.
4	2028	Collections System Rehabilitation	\$ 4,250,000	Sewer Capital improvement projects rehabilitating the city's 200 miles of sanitary sewer based on various inspections reviews.
5	2029	Collections System Rehabilitation	\$ 4,250,000	Sewer Capital improvement projects rehabilitating the city's 200 miles of sanitary sewer based on various inspections reviews.
Project Total			\$ 37,050,000	

Expenditure/Revenue Schedule

Expenditures	2024-25 REQ	2025-26 REQ	2026-27 REQ	2027-28 REQ	2028-29 REQ	Total
Engineering/Design	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Site Costs & Acquisition	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Construction (includes remediation)	\$ 13,350,000	\$ 7,600,000	\$ 7,600,000	\$ 4,250,000	\$ 4,250,000	\$ 37,050,000
Equipment/Materials	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other/Contingency	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 13,350,000	\$ 7,600,000	\$ 7,600,000	\$ 4,250,000	\$ 4,250,000	\$ 37,050,000
Net Appropriations	\$ 13,350,000	\$ 7,600,000	\$ 7,600,000	\$ 4,250,000	\$ 4,250,000	\$ 37,050,000

Capital Budget Form

Division WPCA
Department
Project Status EXISTING
Project ID C0361
Project Name PUMP STATION UPGRADE/REPLACEMENT
Project Life
Schedule Start
Schedule Completion
Ranking # 2

POCD Code: 11.1.A

Alignment with Plan of Conservation & Development

Establish systems for municipal assets and capital improvements.

Is this request for new construction/equipment?

Yes No
☐ ☒

Is this request for replacement/refurbishment ?

☒ ☐

Project Description

#	FYE	Description	Amount	Justification
1	2027	Pump Station Upgrade/Replacement	\$ 250,000	Upgrade/Rehabilitation various stations to ensure sanitary sewage is conveyed to WWTP without interruption of service.
2	2028	Pump Station Upgrade/Replacement	\$ 250,000	Upgrade/Rehabilitation various stations to ensure sanitary sewage is conveyed to WWTP without interruption of service.
3	2029	Pump Station Upgrade/Replacement	\$ 250,000	Upgrade/Rehabilitation various stations to ensure sanitary sewage is conveyed to WWTP without interruption of service.
Project Total			\$ 750,000	

Expenditure/Revenue Schedule

Expenditures	2026-27 REQ	2027-28 REQ	2028-29 REQ	2029-30 REQ	2030-31 REQ	Total
Engineering/Design	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Site Costs & Acquisition	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Construction (includes remediation)	\$ 250,000	\$ 250,000	\$ 250,000	\$ 0	\$ 0	\$ 750,000
Equipment/Materials	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other/Contingency	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 250,000	\$ 250,000	\$ 250,000	\$ 0	\$ 0	\$ 750,000
Net Appropriations	\$ 250,000	\$ 250,000	\$ 250,000	\$ 0	\$ 0	\$ 750,000

Capital Budget Form

Division WPCA
Department
Project Status EXISTING
Project ID C0791
Project Name WWTP REHABILITATION/IMPROVEMENT
Project Life
Schedule Start
Schedule Completion
Ranking # 3

POCD Code: 11.1.A

Alignment with Plan of Conservation & Development

Establish systems for municipal assets and capital improvements.

Is this request for new construction/equipment?

Yes No
☐ ☒

Is this request for replacement/refurbishment ?

☒ ☐

Project Description

#	FYE	Description	Amount	Justification
1	2025	WWTP Rehabilitation/Improvement	\$ 10,000,000	Implement long-term rehabilitation and improvements at the WWTP.
2	2026	WWTP Rehabilitation/Improvement	\$ 10,000,000	Implement long-term rehabilitation and improvements at the WWTP.
3	2027	WWTP Rehabilitation/Improvement	\$ 10,000,000	Implement long-term rehabilitation and improvements at the WWTP.
Project Total			\$ 30,000,000	

Expenditure/Revenue Schedule

Expenditures	2024-25 REQ	2025-26 REQ	2026-27 REQ	2027-28 REQ	2028-29 REQ	Total
Engineering/Design	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Site Costs & Acquisition	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Construction (includes remediation)	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 0	\$ 0	\$ 30,000,000
Equipment/Materials	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other/Contingency	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 0	\$ 0	\$ 30,000,000
Net Appropriations	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 0	\$ 0	\$ 30,000,000

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: 02
Amendment No. 1
Task Order Date: November 2023

Subject to the AGREEMENT FOR ON-CALL ENGINEERING SERVICES BY AND BETWEEN WATER POLLUTION CONTROL AUTHORITY OF THE CITY OF NORWALK AND BROWN AND CALDWELL, (hereinafter referred to as the "Agreement"), WPCA hereby directs ENGINEER to perform the professional engineering services specified in this Task Order in accordance with the Agreement.

1. Project Description:

Project Number: Task Order No. 02, Amendment No. 1
Project Name: Services During Construction
Description: Assist WPCA Services During Construction for the Sanitary Sewer Improvements Project WPCA 2023-01.

2. Scope of Work:

The Scope of Work to be performed hereunder consists of evaluation of , attached hereto as Exhibit A.

3. Time Schedule:

Engineer shall complete the work required by this Task Order within 18 months of the notice to proceed.

4. Compensation:

Engineer shall be paid for the performance of services described in this Task Order in an amount not to exceed three hundred sixty eight thousand (\$368,000) Dollars. Services will be billed on a monthly basis on a percent complete by Task.

5. Special Conditions:

None

6. Amendment: This Task Order amends a previously executed Task Order:

Previous Task Order Number: 02

ISSUED AND AUTHORIZED BY:
WPCA

By: Ralph Z. Zolt

Title: Sr. Environmental Engineer

ACCEPTED AND AGREED TO BY:
ENGINEER

By: E. J. Min

Title: Senior Vice President

8.2.1

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: 02, Amendment No. 1

Exhibit A: Scope of Work

Engineering Services During Construction - Administration and Inspection

Services During Construction

This Scope describes the specific tasks, duties and responsibilities that need to be addressed by the Consultant defined in this scope as Final Design Engineer (FDE) to provide Construction Administration (CA) and Resident Inspection as part of the engineering services provided during the construction phase of the subject project.

This scope of work and our contract detail efforts to be provided for Construction Phase Services including Consultant's Activities at the Construction Site, Shop Drawing and Submittal Review and Record Drawings.

Definition of Roles

- 1.1 Project Manager (PM) is a WPCA employee with overall responsibility of the project from planning to design to close out after construction. PM primary responsibility is overall project budget and schedule. The PM will utilize the FDE its designee or to perform construction administration and resident inspection services.
- 1.2 Final Design Engineer (FDE): designs project, formalizes budget and produces construction documents. FDE or its designee will perform construction administration and/or resident engineering and inspection and is responsible for observing the work performed by the contractor and to ensure the work is done in accordance with plans and specifications. The FDE is limited to inspection of the work, quality assurance, observing tests and commissioning. FDE does not run the project nor make decisions without consultation with the WPCA.

General Scope of Work

The engineering services during construction, commissioning, and close-out services will generally consist of the following: review submittals; review and respond to requests for information (RFIs) and requests for clarification (RFC); interpret contract documents; conduct site visits; attend and facilitate construction project meetings; review construction schedule; develop requests for proposals (RFP), change orders (CO), and work change directives (WCD); review and evaluate change order proposals; prepare change orders, maintain logs for submittals, RFIs, change order proposals and change orders; assist the owner with claims; provide technical support; monitor contractor's general conformance with the Contract Documents; provide field support to the WPCA and contractor during bypass planning; participate in technical inspections of the project, substantial completion inspection and final walk-throughs; review punch list; prepare record drawings; and participate in close-out meeting with general contractor and the WPCA and their representatives.

FDE will also continue to develop the next phase of lining work to inform budgets, schedules and regulatory compliance with the WPCA's consent order. These services will include field work, cost estimating, coordination of data collection, and suggesting flow metering schedules to document I/I removals.

The FDE's services shall include coordination with the WPCA Construction staff assigned to the project.

The scope of the engineering services during construction administration and inspection is further described below:

1 Final Design Services and Project Management

Task includes final design services to include additional lining areas and requirements in the contract documents and construction monthly reports, invoicing, team coordination, contract communications and scheduling.

In addition to the construction progress meetings with the contractor, the FDE shall also attend and facilitate monthly project management meetings with the WPCA. The monthly project management meetings may coincide with the construction progress meetings if both meetings are held at the same location and if agreeable to all parties.

2 Engineering Services During Construction

The FDE shall provide general engineering services during construction for the duration of the construction phase of the project. When specified in the following sections, the quantity and level of effort of a particular scope item shall serve as the basis of the FDE's scope and fee. The FDE shall attend all project meetings (pre-construction, progress, and management meetings), coordinate attendance, and prepare for agenda items and meeting minutes as required, unless noted otherwise.

The duration of the FDE's engineering services during construction will coincide with the duration of the contract for construction which is 18 months.

2.1 General Construction Administration

FDE shall provide consultation and advice during construction and provide technical engineering support during construction activities. Assist the WPCA in obtaining required project related approvals from agencies having jurisdiction. Update and modify the Contract Documents to meet changed site and project conditions or variations in requirements as necessary to supplement and/or provide clarity to the Contract Documents during the construction phase of the project (to address RFIs, Change Orders, and other issues requiring modified Contract Documents).

The FDE shall not authorize any deviation from the Contract Documents or substitution of materials or equipment unless authorized by the WPCA. FDE shall not exceed limitations of the FDE's authority as set forth in this document nor expedite work for the Contractor. FDE shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent. FDE shall not advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents. FDE shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work. FDE shall not accept Shop Drawings or sample submittals from anyone other than Contractor. FDE shall not be responsible for the acts or omissions of the Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except FDE's own employees and agents) at the site or otherwise furnishing or performing any of the Work.

The FDE shall not, during periodic field visits as required by this proposal, or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall the FDE have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work except where imminent danger is observed of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work.

2.2 Pre-Construction Conference

A meeting will be held between the Contractor, WPCA, and FDE prior to the start of construction to coordinate the start of construction, review any issues that may have arisen, and discuss the expectations of the parties involved. The FDE shall coordinate the preparation of meeting documents, such as the agenda with the WPCA, distribute information prior to the meeting, and record meeting minutes.

2.3 Construction Progress Meetings

FDE shall assume progress meetings are held twice per month for the duration of the construction activities.

In addition to attendance at the progress meetings, FDE shall facilitate the meetings, prepare a package for each meeting containing agenda, submittals log, RFI logs, and PCO/Change Order logs (Excel spreadsheets or Contractor utilized system) to be reviewed at each meeting, and a 3-week look ahead schedule (to be provided by General Contractor), and other documentation that may be required for meetings that are not specified. Meeting minutes will be prepared by the FDE and provided to the WPCA.

2.4 Coordination Meetings with Other Agencies

The FDE shall assume that meetings with other municipal agencies such as the City of Norwalk, utility companies (gas, electric, and others), and other special inspectors will be required during the course of construction.

2.5 Issue Resolution Meetings

The FDE shall assume that construction related issues will arise that will require formal meetings between the contractor, the FDE, and the WPCA to reach an agreeable resolution.

2.6 Review of Submittals and Shop Drawings

The FDE shall review all shop drawing submittals prepared by the contractors along with associated illustrations, samples, and other submittals required by the Contract Documents. The FDE shall assume 30 initial submittals requiring review.

The FDE shall review and respond to all submittals, shop drawings, samples within fourteen (14) calendar days. The FDE shall coordinate and track submittals, including preparing and maintaining a submittal log, and FDE will distribute the shop drawings and submittals. Copies of each submittal including subsequent revisions shall be provided to the WPCA.

2.7 Respond to Requests for Information (RFI)

The FDE shall respond to Requests for Information submitted by the contractor. The FDE shall assume 50 RFIs from the contractor. The FDE shall coordinate and track RFI's, including preparing and maintaining a RFI log. Copies of each RFI including responses and subsequent revisions shall be provided to the WPCA.

2.8 Change Orders and Work Change Directives

The FDE shall issue necessary clarifications and interpretations of the Contract Documents as appropriate for the orderly completion of the work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. The FDE may issue Field Orders authorizing minor variations from the requirements of the Contract Documents through coordination with WPCA.

The FDE shall recommend Change Orders and Work Change Directives to the WPCA as appropriate and shall prepare written recommendations concerning Change Orders and Work Change Directives as required in consultation with the WPCA. The FDE shall provide a cost-estimate for the comparison and WPCA review.

The FDE shall assist the WPCA in the preparation of Change Orders, review and evaluate change orders

proposed by the contractor and provide a response. The FDE shall assume 10 proposed change orders.

The FDE shall prepare Work Change Directives as required by the WPCA and provide all the necessary documentation to the Contractor to incorporate into the work of the project. The FDE shall assume 30 Work Change Directives.

2.9 Develop Requests for Proposal (RFP)

The FDE shall assume that additional changes in the project scope will occur during construction that will require the FDE to develop a request with supporting information for the contractor to review and submit a proposal for. The FDE shall assume that 5 such RFPs will need to be developed.

2.10 Substitutions

The FDE shall evaluate and determine the acceptability of substitute or "or-equal" materials and equivalent proposed by Contractor and consult with WPCA for approval.

2.11 Applications for Payment

The FDE will review and recommendation of approval of payment requisitions issued by the Contractor. The FDE shall provide assistance when requested for clarification or interpretations of the Contract Documents are necessary.

2.12 Bypass Review and Coordination

The FDE shall support the contractor in the development of bypass plans that are required to complete this project. The contractor's plans shall build from what has been provided in the contract documents and this support is meant to improve the process.

2.13 Permitting Support

The FDE shall support the WPCA in obtaining and complying with the permits required to complete this project. This includes WPCA, environmental, and regulatory agencies having jurisdiction over the project.

3 Construction Management Services:

The FDE shall provide a staff who are qualified to perform the required duties. The Resident shall have current OSHA certification as required by the project and WPCA and shall obtain all required safety training required by the WPCA. The FDE shall provide resume, certifications, and other documentations as requested by the WPCA for review prior to approval. The Resident shall be Part-time position for the duration of construction activities as defined in the Contract Documents, covering active periods of construction. FDE has assumed a 18 month duration where the Resident is concurrently providing Services During Construction Tasks outlined above. The FDE assumes additional projects including Hubbells Lane construction will be receiving notice to proceed during this contract duration where efficiencies in services between the two projects will be covered by the same team. The Resident will have the authority to act on behalf of the WPCA to the extent provided in this scope. The Resident will work with the WPCA personnel assigned for the project and WPCA inspectors if assigned to the project. The purpose of the Resident will be to provide the WPCA a greater degree of confidence that the completed Work will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by Contractor.

The duties and responsibilities of the Resident and inspectors are limited to those of the FDE and further described as follows:

General

The Resident is the FDE's agent at the site, will act as directed by and under the supervision of the FDE and WPCA, and will confer with the FDE and WPCA regarding Resident's actions. Resident's dealings in matters pertaining to the on-site Work shall in general be with the FDE and Contractor, but keeping the WPCA advised as indicated below and as appropriate. Resident's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor, including their superintendent. Resident shall generally communicate with WPCA with the knowledge of and under the direction of FDE.

Duties and Responsibilities

1. Schedules: Assist the FDE and WPCA in the review of the progress schedule, schedule of Shop Drawing submittals, and schedule of values prepared by Contractor and consult with the FDE and the WPCA concerning acceptability. Provide FDE and WPCA progress and status of work as related to schedule and incorporate into reports noted below.
2. Conferences and Meetings: Attend meetings with Contractor, FDE and WPCA such as preconstruction conferences, progress meetings (twice a month), job conferences and other project-related meetings. Assist the FDE and WPCA in preparing for the conference and meetings.
3. Serve as the FDE's liaison with Contractor, working principally through Contractor's superintendent and assist in explaining and understanding the intent of the Contract Documents as necessary.
4. Assist FDE in serving as WPCA's liaison with Contractor when Contractor's operations affect the WPCA's on-site operations, including shutdowns. Resident shall also coordinate contractor's work schedule with WPCA during work requested to be performed on weekends and WPCA Holidays.
5. Assist the FDE in disputes between the WPCA and Contractor. Resident shall facilitate the understanding of the intent of the Contract Documents and assist in the judgment of the acceptability of the disputed work.
6. Assist in obtaining from the WPCA additional details or information, when required for proper execution of the Work.
7. Review of Work, Rejection of Defective Work, Inspections, and Tests:
 - a. Conduct on-site inspections of Work in progress to determine whether the Work is being completed in general compliance with the Contract Documents and that completed work is in apparent conformity with the Contract Documents.
 - b. Report within 24 hours to the FDE, and WPCA whenever Resident believes that any Work is unsatisfactory, faulty or defective, or does not conform to the Contract Documents, has been damaged or has damaged existing facilities, or does not meet the requirements of any inspection, test or approval required to be made. Advise FDE, and WPCA of Work that Resident believes should be corrected or rejected, should be uncovered for inspection, or requires special testing, inspection or approval. Resident shall record and advise the Contractor of work failing to meet the Contract requirements.
 - c. Report to the FDE, WPCA, and WPCA's representative of work performed by the Contractor that is not in conformance with safety requirements of the Contract Documents or represents a danger and risk to personnel at the site. In the case of an injury, the Resident shall report immediately or least within 24 hours to the WPCA and WPCA's representative.
 - d. Verify that tests, equipment and systems startups, and operating and maintenance training are conducted as required by Contract Documents and in the presence of appropriate personnel, and that Contractor maintains adequate records thereof. Observe, record, and report to FDE/WPCA appropriate details relative to the test procedures and startups.
 - e. Schedule and coordinate with the WPCA's independent field-testing agency all required field testing as required by the Contract Documents. The WPCA will contract separately with

independent testing agencies as required. Resident will need to verify all invoicing submitted by testing agency to the WPCA for payment.

- f. Visually inspect and accept or reject materials, equipment, and supplies delivered to the site for the work. Ensure that stored materials meet Contract Document requirements.
 - g. Performance of the services outlined herein endeavors to protect the WPCA against defects and deficiencies in the work and to verify compliance with the Contract Documents. Nothing stated herein relieves the Contractor of its independent obligations under its contract with the WPCA in performing their services. The Resident shall not be responsible for the Contractor's failure to perform the construction work in accordance with the Contract Documents nor of the Contractor's construction methods or procedures, or safety precautions or programs incident therein.
8. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project; record the results of these inspections and report to the FDE/WPCA. The WPCA shall be notified in advance of all pre-scheduled visits or inspections by such agencies.
9. Interpretation of Contract Documents: Report to FDE when clarifications and interpretations of the Contract Documents are needed. Transmit to Contractor clarifications and interpretations issued by FDE.
10. Modifications. Consider and evaluate Contractor's suggested changes to Drawings or Specifications and report to FDE/WPCA with Resident's recommendations. Transmit FDE's decisions to Contractor.
11. Shop Drawings and Samples: Coordinate with FDE and:
 - a. Record date of receipt of Shop Drawings and samples.
 - b. Receive samples which are furnished at the site by Contractor and notify the FDE and WPCA of availability of samples for examination.
 - c. Advise FDE and WPCA of the commencement of any Work requiring a Shop Drawing or sample if the submittal has not yet been received and approved by the FDE.
12. Records:
 - a. Maintain orderly files for correspondence and inspection reports, reports of job conferences, Shop Drawings and samples, reproductions of original Contract Documents including all Addenda, Change Orders, Work Change Directives, additional Drawings issued subsequent to the execution of the Construction Contract, FDE's clarifications and interpretations of the Contract Documents, progress reports, and other Project-related documents.
 - b. Keep a diary or log book, recording Contractor hours on the job site, weather conditions, data relative to questions concerning Change Orders and Work Change Directives, detailed observations of changed conditions, list of job site visitors and representatives of fabricators, manufactures, suppliers, and distributors, daily activities, decisions, general observations, and specific, more detailed observations as in the case of test procedures.
 - c. Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment.
 - d. Maintain monthly payroll and other records or statements required by Federal, State, and other Agencies having jurisdiction as part of records to be maintained by the Resident. Monthly payrolls and supporting forms and documents shall be reviewed by the WPCA as part of the payment process.
13. Reports:
 - a. Furnish reports at appropriate intervals to FDE/WPCA concerning progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and sample submittals.
 - b. Consult with FDE in advance of scheduled major tests, inspections, start-ups, or start of important phases of the Work, including facility shut downs and tie-ins.
 - c. Report any accidents or unusual incidents to FDE/WPCA immediately upon occurrence.
14. Change Orders and Work Change Directives:

- a. Procedures for both Change Orders and Work Change Directives are provided in the latest edition of the WPCA Change Order Manual. In general, FDE and WPCA will request contractor to provide a proposal for additional work (RFP) or issue a Work Change Directive if the additional work is to be included in the project. The contractor will prepare a Proposed Change Order (PCO) and RE and FDE will review the PCO. Upon acceptance by the WPCA the PCO will be finalized as a Change Order in accordance with the procedures outlined in the Change Order Manual.
 - b. Resident will assist the FDE and WPCA in the process outlined above.
 - c. Resident will prepare Work Change Directives and may be requested to prepare PCOs.
 - d. Resident will assist FDE and WPCA in the review and evaluation of PCOs.
 - e. Resident will prepare Change Orders based on approved Pending Change Orders approved by the WPCA and FDE, obtaining all supporting information from Contractor.
 - f. Resident will track all Proposed Change Orders provide copies to the FDE and WPCA, and provide recommendations of all change orders, extra work orders, and field changes.
15. Applications for Payment. Coordinate with the FDE and the WPCA to review and provide comment on Contractor payment requests, including the quality and quantity of Work completed in accordance with the Contract Documents.
16. Resident will receive, review, and coordinate with the WPCA, contractor's request for bypass.
17. Completion:
- a. Coordinate with FDE, Contractor, and WPCA to create a list of observed items requiring completion or correction (Punch list).
 - b. Coordinate with FDE and WPCA to determine whether necessary inspections and approvals by public agencies having jurisdiction over the Work have been performed.
 - c. Conduct a final inspection of the Work in the company of the FDE, WPCA, and Contractor and prepare a final list of items to be completed or corrected.
 - d. Verify that all items on final list have been completed or corrected and make recommendations to FDE and WPCA concerning acceptance of the Work.
 - e. FDE and Resident shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed Work is acceptable so that the FDE may recommend, in writing, final payment to Contractor.
18. Limitations of Authority. The Resident:
- a. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment unless authorized by FDE/WPCA.
 - b. Shall not exceed limitations of the FDE's authority as set forth in this document nor expedite work for the Contractor.
 - c. Shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent.
 - d. Shall not advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
 - e. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
 - f. Shall not accept Shop Drawings or sample submittals from anyone other than Contractor.
 - g. Shall not authorize the WPCA to occupy the Project in whole or in part.
 - h. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by the WPCA and FDE.
- Resident shall not be responsible for the acts or omissions of the Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except Resident's own employees and agents) at the site or otherwise furnishing or performing any of the Work.

4 Support with Regulatory Compliance:

FDE will also continue to develop the next phase of lining work to inform budgets, schedules and regulatory compliance with the WPCA's consent order and updates to the Sanitary Sewer System Master Planning efforts. These services will include hydraulic modeling, field work, cost estimating, coordination of data collection, and suggesting flow metering schedules to document I/I removals.

The FDE will conduct field work on upcoming sewer problem areas that maybe added to this contract and areas of interest for rehabilitation including manhole inspections and verification of sensitive properties.

5 Close-out Services:

The FDE shall provide close out services for the project. This will include receiving, reviewing and transmitting to the WPCA with written comments maintenance and operating instructions, schedules, guarantees, certificates of inspection, tests and approvals, and marked-up record documents (including Shop Drawings, Samples and other approved data, and marked-up record Drawings) which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment. The FDE shall prepare record drawings based on the marked-up documents provided by the Contractor. These services shall include the following:

5.1 Prepare Record Drawings

The FDE shall prepare record drawings that reflect as-built conditions based on information provided by the WPCA, the construction contractor, and the FDE's own on-site inspections. The FDE shall reconcile and log that all construction document changes (i.e., shop drawings, RFIs, Field Change Orders, etc.) have been incorporated into the record drawings. FDE will also help the WPCA with electronic logging of data associated with manhole and pipe assets to fit within the WPCA's CMMS and GIS record keeping.

5.2 Substantial Completion, Site Inspection and Close Out

Following notice from the Contractor that the Contractor considers the entire work ready for its intended use, the FDE and the WPCA, accompanied by the Contractor, shall conduct an inspection to determine if the work is substantially complete. The FDE shall deliver a certificate of Substantial Completion to the WPCA and Contractor after the resolution of any objections of the WPCA and the FDE and after it is mutually agreed upon by the WPCA and FDE that the certificate of Substantial Completion shall be issued.

Before FDE issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction (Punch list). Determine whether necessary inspections and approvals by public agencies having jurisdiction over the Work have been performed and advise the WPCA accordingly.

5.3 Final Site Inspection

The FDE shall perform a final site inspection and walk-through of all the project areas with the WPCA, FDE, Resident and Contractor to determine final completion status. The FDE shall prepare a final report and submit it to the WPCA for review and acceptance.

5.4 Final Notice of Acceptability of the Work

The FDE and WPCA shall conduct a final inspection to determine if the completed work of Contractor is acceptable so that the FDE may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, the FDE shall indicate that the work is acceptable to the best of FDE's knowledge, information and belief and based on the extent of the services performed and furnished by FDE under this scope of services.

5.6 Close Out Meeting

The FDE shall attend a close out meeting with the WPCA and construction contractor to officially close-out the project and to discuss warranty procedures.

ESTIMATED STAFF EFFORT AND COSTS - TASK ORDER NO. 2 AMENDMENT NO. 1

	Construction Management	Senior Engineer	Civil Lead	Engineer	Staff Engineer	GIS	Senior Modeler	Modeler	Cost Estimating	Admin	Hours	Labor	Expenses	Total
	\$197	\$250	\$190	\$160	\$140	\$120	\$180	\$145	\$140	\$90				
1. Project Management and Final Design Services														\$ 16,330
Final Design Services			16		40	40				32	128	\$ 16,320		\$ 16,320
2. Construction Administration														\$ 148,317
General Construction Administration		16	20		20						56	\$ 10,605		\$ 10,605
Pre Construction Meeting	8	4	8								30	\$ 4,997	\$ 500	\$ 5,497
Construction Progress Meetings	72		16		20					10	108	\$ 20,024	\$ 1,500	\$ 21,524
Coordination Meetings with Other Agencies	16		8		8						32	\$ 5,792		\$ 5,792
Issue Resolution Meetings	8										12	\$ 2,577		\$ 2,577
Review of Submittals and Shop Drawings		40	40		80					80	240	\$ 36,013		\$ 36,013
Respond to Requests for Information		16	16	8	20			20			80	\$ 14,025		\$ 14,025
Change Orders and Work Change Directives		30	16		40						86	\$ 16,150		\$ 16,150
Develop Requests for Proposal		16			16	30					62	\$ 9,845		\$ 9,845
Substitutions			8								8	\$ 1,520		\$ 1,520
Applications for Payment											80	\$ 7,200		\$ 7,200
Bypass Review and Coordination		20		40						80	60	\$ 11,406		\$ 11,406
Permitting Support		8	16		8						32	\$ 6,163		\$ 6,163
3. Construction Management Services														\$ 149,340
Construction Manager	720										720	\$ 141,840	\$ 7,500	\$ 149,340
4. Support with Regulatory Compliance														\$ 46,418
Planning and Engineering for Regulatory Compliance		40				40	40	60	30		140	\$ 29,913		\$ 29,913
Data Collection and Cost Estimating		16		20							106	\$ 16,505		\$ 16,505
5. Close Out Services						20					20	\$ 2,400		\$ 2,400
Record Drawings											32	\$ 5,280		\$ 5,280
Substantial Completion, Final Inspection			16		16									
Total	824	210	180	68	268	130	40	80	30	202	2,032	\$ 358,575	\$ 9,500	\$ 368,000