

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting
November 7, 2013

The meeting was held at 2610 Shamrock Road, Jonesboro, Georgia 30236. Chairperson Barber called the meeting to order at 1:30 p.m.

Present at the meeting were W. Marie Barber, Chairperson, Vice Chairman, Oscar Blalock, Secretary/Treasurer, John Westervelt, Board Members, John Chafin, Rodney Givens, Sophia Haynes and Elizabeth G. Armstrong, General Manager, Mike Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Winston Denmark of Fincher, Denmark, Williams & Minniefield, Carla Clark, Executive Coordinator and other CCWA staff and visitors.

Vice Chairman, Oscar Blalock introduced and called on Norris Howell, Warehouse Assistant, to give the invocation.

Mike Thomas introduced Marshall Maddox as the new General Services Dept. Manager. Karen Riser introduced Tamisha McKenzie as the new Procurement Compliance Coordinator.

Approval of Agenda: Chairperson Barber asked for a motion to approve the agenda as presented.

UPON MOTION by Elizabeth Armstrong and seconded by Rodney Givens, it was unanimously

RESOLVED to accept and approve the November 7, 2013 agenda as presented.

Approval of Minutes: Chairperson Barber called for any omissions or additions to the minutes of the Regular Board Meeting minutes of October 3, 2013. Hearing none,

UPON MOTION by Sophia Haynes and seconded by Oscar Blalock, it was unanimously

RESOLVED to approve and accept the October 3, 2013 meeting minutes as presented.

Financial and Statistical Report: Chairperson Barber called on Carl Stephens, Finance Director, to give the financial report. Mr. Stephens reviewed the financial information distributed to the Board for the period ending September 30, 2013.

UPON MOTION by Oscar Blalock and seconded by John Westervelt, it was unanimously

RESOLVED to approve and accept the Financial Report as presented.

Fence Installation & Repairs Annual Services Request for Bids: Chairperson Barber called on Kevin Osbey to present the Fence Installation & Repairs Annual Services Bid Request. While installing, repairing or replacing Water, Sewer or Stormwater infrastructure, property restoration services are needed. In many cases, existing site fencing must be removed and replaced to perform infrastructure repair. And, in some cases, fencing must be repaired or replaced on CCWA property due to fallen trees or other damages. To meet this restoration need, CCWA staff prepared a bid package that allows the selection of an experienced and qualified contractor to install, repair, and/or replace a variety of fencing (chain-linked, vinyl-coated, wood-privacy).

A non-mandatory pre-bid meeting was conducted on September 17, 2013 and bids were opened on October 1, 2013. Bids were evaluated using pay items and quantities estimated to represent historical/annual work to be completed. A summary of those costs were presented in the bid package.

Contractor	Total Bid Amount
Lindavid, Inc McDonough, GA	\$95,567.75
Georgia Commercial Fence & Const. Locust Grove, GA	\$122,580.69

Although this bid package were sent to 14 contractors, only two companies provided bids. Lindavid, Inc. was the lowest responsive responsible bidder and Georgia Commercial Fence & Construction was the second lowest responsive responsible bidder.

Staff recommends the award to Lindavid, Inc. as the Primary Contractor and award to Georgia Commercial Fence & Construction as the back-up Contractor. Upon Board approval, this contract will be in effect for a period of one year starting December 15, 2013. This contract is extendable for a 2nd and/or 3rd year at the same terms and conditions.

Work will be assigned on an “as needed – when needed” basis and work will be paid per the unit prices shown in the bid package unit pricing. Funding sources will be from the Water & Sewer Operating Budget, Stormwater Utility Budget, General Services Budget, or a specific Capital Project.

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously

RESOLVED to award the Annual Fencing Installation and Repair Bid to Lindavid, Inc as primary provider and Georgia Commercial Fence & Construction as a backup contractor when primary contractor cannot meet demands, with the option to extend the contract for a second and third year with no changes to term and conditions contingent upon approval of bonds and insurance as required.

Miscellaneous Concrete Work Annual Services Request for Bids: Again Chairperson Barber called upon Kevin Osbey. While installing, repairing or replacing

Water, Sewer or Stormwater infrastructure, property restoration services are needed. In many cases, existing sidewalks, curb & gutters, and driveways must be removed and replaced to perform infrastructure repair. In other cases, infrastructure such as headwall, water valve vaults, and catch basins must be constructed in place. To meet this installation and repair need, CCWA staff prepared a bid package that allows the selection of an experienced and qualified contractor to install, repair, and/or replace a variety of concrete structures.

A non-mandatory pre-bid meeting was conducted on September 17, 2013 and bids were opened on October 8, 2013. Bids were evaluated using pay items and quantities estimated to represent historical/annual work to be completed.

Contractor	Total Bid Amount
DAF Concrete, Inc. Marietta, GA	\$2,171,225.00
A & S Paving, Inc. Locust Grove, GA	\$2,195,370.00

Although this bid package was sent to 7 contractors, only two companies provided bids. DAF Concrete, Inc. was the lowest responsive responsible bidder and A&S Paving, Inc. was the second lowest responsive responsible bidder.

Staff recommends the award to DAF Concrete, Inc. as the Primary Contractor and award to A&S Paving, Inc. as the back-up Contractor. Upon Board approval, this contract will be in effect for a period of one year starting January 1, 2014. This contract is extendable for a 2nd and/or 3rd year at the same terms and conditions.

Work will be assigned on an “as needed – when needed” basis and work will be paid per the unit prices shown on the attached unit pricing. Funding sources will be from the Water & Sewer Operating Budget, Stormwater Utility Budget, or a specific Capital Project.

UPON MOTION by Rodney Givens and seconded by Oscar Blalock, it was unanimously

RESOLVED to award the Miscellaneous Concrete Work Annual Services Bid to DAF, Concrete, Inc as the primary provider and A&S Paving, Inc. as a backup contractor when the primary contractor cannot meet demands, with the option to extend the contract for a second and third year with no changes to term and conditions contingent upon approval of bonds and insurance as required.

Upper Flint River - Lake Mirror Road Stormwater Improvements Task Order JA-SW-13-04: Chairperson Barber called on Kevin Osbey to give an update on the Lake Mirror Stormwater Improvements Task Order. During the April 2012 Board Meeting, the Board approved Task Order JA-SW-11-05 to have Jacobs Engineering develop an improvement plan on impacted Stormwater infrastructure in one of the most industrialized drainage areas previously identified by the Upper Flint River Watershed Master Plan Study (October 2010).

Upon completion of this improvement plan, a path forward was developed. This path recommended a multi-phased approach. Phase 1 proceeds in preparing Contract Documents (design drawing and specifications) as well as administering the Bid for installing an approximate 750-foot segment of 60-inch drainage and structures. This repair will immediately resolve flooding issue for two properties located at the lower end of Lake Mirror Road in Forest Park.

Phase 2 includes sub-surface investigation to relocate an approximate 1500-foot segment of inadequate 48-inch drainage with 60-inch drainage. Results from this investigation will provide guidance on how the 60-inch drainage segment will be installed. Additional stakeholder outreach is included in this phase.

The scope for this Task Order includes Phase 1 – Contract Document Preparation and Phase 2 – Sub-Surface Investigation and Recommendation. Future phases will include Services During Construction for the 750-foot segment, Contract Document Preparation for the 1500-foot segment, and Services During Construction for the 1500-foot segment.

The Task Order Amount is \$173,800 and funding will be from the 2012-13 Stormwater Revenues – Watershed Improvement Projects.

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

RESOLVED to approve and authorize Upper Flint River Lake Mirror Road Stormwater Improvements Task Order JA-SW-13-04 presented by Kevin Osbey to Jacobs Engineering in a not to exceed amount of \$173,800.

Annual Water Meter Installation Bid Recommendation: Chairperson Barber called on Bernard Franks to give the Annual Water Meter Installation Bid Recommendation. CCWA staff recommends awarding this annual contract to Roberts Hauling & Pipeline Construction Company for the contract period of January 1, 2014 – December 31, 2014. This work will be assigned on an “as needed – when needed” basis and work will be paid per the unit prices as shown on the included price schedule.

We will use this contractor to complete water meter installations, water service line renewals, relocations and backflow retrofitting. This contract can be extended for a second and or third year with no changes in the terms or unit cost. These funds are available in BU#612 and the RE fund.

Vendor	Total Bid
Roberts Hauling & Pipeline Construction	\$814,350.00
Don Hall Construction, Inc.	\$1,963,300.00

UPON MOTION by Oscar Blalock and seconded by John Westervelt, it was unanimously

RESOLVED to award the Annual Water Meter Installation Bid to Roberts Hauling & Pipeline Construction for \$814,350, with an option to extend for a second and a third year with no changes in terms, conditions or unit costs contingent upon approval of bonds and insurance as required.

Annual Contract Flow Monitoring Services Bid Recommendation: Again Chairperson Barber called on Bernard Franks to present the Annual Flow Monitoring Contract Services Bid.

All unit prices are on a per unit cost basis		Woolpert		ADS	
Items	Est. Annual Quantity	Unit Cost	Extended Amount	Unit Cost	Extended Amount
Item 1-Monthly Comprehensive Service for Flow Monitors	96	\$ 384.57	\$36,918.72	\$ 420.00	\$40,320.00
Item 2-Data Processing and Analysis	12	\$1,410.33	\$16,923.96	\$1,050.00	\$12,600.00
Item 3-Monthly Report	12	\$ 722.00	\$ 8,664.00	\$ 710.00	\$ 8,520.00
Total Bid Amount			\$62,506.68		\$61,440.00

It is our recommendation that we award this contract to ADS Environmental Services for a 12 month period beginning on January 1, 2014 - December 31, 2014. The total amount is this contract will be \$61,440.00. This contract includes equipment maintenance, monitoring and data reporting services for Wastewater Metering Stations.

This contract may be extended for a second and or third year by mutual written consent at the existing contract terms, conditions and unit cost. These funds are budgeted and available in BU#627.

UPON MOTION by Oscar Blalock and seconded by John Westervelt, it was unanimously

RESOLVED to award the Annual Flow Monitoring Services Bid to ADS for an annual cost of \$61,440 to include equipment maintenance, monitoring and data reporting services with an option to extend for a second and a third year with no changes in terms, condition and unit pricing.

New Forestry Compact Track Loader Bid Recommendation: Again Chairperson Barber called on Bernard Franks to present the New Forestry Compact Track Loader Bid Recommendation.

Vendor	Quotes	Make/Model
Mason Tractor Company McDonough, GA 30253	\$78,094.10	Terex PT 110 Forestry CTL
Lashley Tractor Sales Lithonia, GA 30058	\$80,712.00	Terex PT 110 Forestry CTL
Cobb County Tractor Co. Inc. Marietta, GA 30062	\$84,250.00	Takeuchi TL12 HF Standard Tackloader
Yancey Brothers Company Austell, GA 30168	\$75,650.00	Cat 229D XHP Standard Trackloader
Bobcat of Atlanta Atlanta, GA 30058	\$75,650.00	Bobcat T87 SCTL
Cowin Equipment Co. Inc. Marietta, GA 30340	\$67,977.00	Takeuchi TL12 HF Standard Trackloader
Vemeer Southeast	No Bid	
Tractor & Equipment Co.	No Bid	

The CCWA staff recommends purchasing one new Terex PT 110 CTL from Mason Tractor Company in the amount of \$78,094.10. This company is one out of the two with the equipment that meets all of our specifications. This Forestry Tract loader if approved will replace a 2004 CAT Track Loader that is not equipped for Forestry work.

This equipment along with its attachments will be used primarily by our Clearing Crew. This Crew is responsible for clearing all of our outfall lines for easy access and maintenance to the collection system. This work directly affects our ability to reach overflows and break stoppages in a timely manner.

This equipment purchase is budgeted as a capital purchase in the FY 2013 from BU#627 in amount of \$85,000.

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously

RESOLVED to award the Compact Tract Loader Bid to Mason Tractor Company in the amount of \$78,094.10.

Southern Road 2013 Sewer Improvements: Chairperson Barber called on Terry Moy to present the Southern Road Sewer Improvements Project. In 2008 CCWA increased the size of sewer pipelines on Southern Road to provide additional conveyance capacity for several large commercial customers. The project limits at that time were based on requested customer needs and included approximately 1000 feet of 8 and 10-inch pipe that were expanded using the pipebursting process.

In 2013 Fresh Express requested additional sewer capacity to support proposed operations improvements. A preliminary analysis by CCWA staff indicates that the work will require additional pipe size increases downstream of the previous improvements and special construction and permitting related for a pipeline installation under an existing railroad crossing.

Because both of the largest customers that are connected to these sewers operate on an irregular discharge cycle, staff has requested On Call Engineering support to perform computerized hydraulic modeling to help determine the most cost efficient alternative to meet the requested needs.

Additional field surveys to confirm existing utilities and geotechnical work are also needed to confirm a final design and construction approach and are being expedited by staff. We anticipate that these improvements could cost as much as \$500,000.

The proposed approach is to use annual services contracts to complete a jack and bore crossing of the railroad and to issue an expedited Request for Proposals (RFP) which would allow direct excavation or pipebursting methods to provide the needed pipeline size increases.

Staff requests Board approval to go forward with the preparation and advertising of the RFP as soon as preliminary engineering can be completed. Staff also requests permission to reallocate \$500,000 from our Revenue Fund surplus to the Renewal & Extension Fund for this unbudgeted project.

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously

RESOLVED to authorize staff to move forward with the Southern Road Sewer Improvements preparation and advertising of the RFP as soon as preliminary engineering can be completed. Staff also requests permission to reallocate \$500,000 from our Revenue Fund surplus to the Renewal & Extension Fund for this unbudgeted project.

Shoal Creek Dam Rehabilitation Contractor Prequalification Recommendation:
Contractor prequalification was advertised September 20 thru October 11. Eight prime contractors requested packages. Five submitted requests for prequalification. Packages were opened October 15. Our consultant Schnabel Engineering evaluated and scored the submissions. Three prospective contractors were determined to meet minimum requirements and scored 40 points or higher in the evaluation process with a 50 point maximum. The prequalification process includes a period through December 9th for appeals by contractors not selected. Schnabel Engineering will address appeal concerns and determine if a rejected contractor should be allowed to submit a bid.

Staff recommends inviting the three contractors meeting the requirements to submit bids to perform the rehabilitation services. Staff also recommends allowing Schnabel to hear appeals, if any, from the other two contractors and allowing them to bid if found to be qualified through the appeal process. A bid recommendation to the Board is tentatively scheduled for February 6th, 2014.

UPON MOTION by Oscar Blalock and seconded by Sophia Haynes, it was unanimously

RESOLVED to authorize staff to invite three contractors that currently meet all requirements to submit bids to perform the rehabilitation services and to also authorize Schnabel to hear appeals, if any, from the contractors not meeting requirements and allow them to bid if found to be qualified through the appeal process.

JDE Financial System Maintenance Services Recommendation, Emergency Purchase: The JDE financial software system supports CCWA's procurement, budgeting, human resources and maintenance work order activities and is a vital tool for our organization. CCWA has two staff people who support this system but due to the complex nature of the software, we occasionally require expert help from outside vendors for upgrades or customization. CCWA was utilizing the consultant organization, HALO, for these services at an amount less than \$20,000. However, one of CCWA's support staff members had emergency surgery and will be out for up to 6 weeks. This required additional services from HALO to support the software and not delay projects during this period. Therefore, we authorized additional support services from HALO up to an amount not to exceed \$29,300. CCWA staff is notifying the Board of this emergency purchase.

Going forward, staff will prepare a request for proposals to procure an annual services contract with a consultant to provide JDE programming and maintenance services above and beyond what our current staff can support to avoid these emergency purchases in the future.

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

RESOLVED to approve the General Manager's decision. And authorized staff to staff will prepare a request for proposals to procure an annual services contract with a consultant to provide JDE programming and maintenance services above and beyond what our current staff can support to avoid these emergency purchases in the future.

Rodney Givens updated the Board on the SLBE subcommittee activities.

Highway 138 Sinkhole: Mike Thomas called on Terry Moy. Terry informed the board members of a sinkhole on Hwy. 138 and gave an overview of the repair projections and cost.

East Jester Creek Phase 5: Mike Thomas called on Kevin Osbey. Kevin updated the Board on the EJC Phase 5 Stream Restoration inclusive of improving 2,100 ft. of stormwater BMP's and ponds and the purchasing of property. Staff requested authority to negotiate with Mr. Douglas Hill. Vote unanimous.

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously

RESOLVED to move forward with EJC 5 and authorize negotiation with property owner Douglas Hill.

Microsoft Licensure Purchase: Mike Thomas informed the Board of a Microsoft licensure purchase requirement of \$21,933.60 and requested permission to move forward. Vote unanimous.

UPON MOTION by Rodney Givens and seconded by Sophia Haynes, it was unanimously

RESOLVED to authorize the purchase of additional Microsoft Licenses at a price of \$21,933.60.

EPD Contract: Mike Thomas requested permission to enter into contractual agreement with EPD for Water Quality lab work at a cost of \$24800 for a three year term. Vote unanimous.

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously

RESOLVED to authorize the General Manager to enter into contractual agreement with EPD for the Water Quality Lab services for a period of three years for the amount of \$24,800.00

OPEB Trust Update: Mike Thomas updated the Board on the status of CCWA's OPEB Trust account.

Headquarters Construction Update: Mike Thomas updated the Board on the status of the Headquarters Construction.

UPON MOTION by Sophia Haynes and seconded by Oscar Blalock, it was unanimously

RESOLVED to adjourn the meeting.

There being no further business to come before the open meeting, the meeting was adjourned.

Walter Marie Barber, Chairperson

John Westervelt, Secretary/Treasurer