

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, August 5, 2010

Chairman, Pete McQueen, called the meeting to order at 1:30 p.m.

Present at the meeting were: Chairman, Pete McQueen, Vice Chairman, John Chafin, Secretary/Treasurer, Marie Barber, Board Members, John Westervelt, Don McMillian, Oscar Blalock, and Rodney Givens; General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams, Wayne Murphy of CH2M Hill, other CCWA staff and visitors.

Chairman McQueen called on Darrell Robinson, Meter Reader, to give the invocation.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, July 1, 2010. Hearing none, the minutes were approved as presented.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, to give our financial report. Mr. McHugh reviewed the financial information that was given to the Board for the period ending June 30, 2010.

Recognition: Chairman McQueen called on Mike Bennett to recognize Jay Maxwell, Meter Services Account Specialist, for his 20 years of service to the Water Authority. Mike thanked Jay for his years of service and dedication to the Water Authority and presented him with his 20-year service pin.

Chairman McQueen called on Mike Thomas to recognize Guy Pihera, Water Production Manager, for receiving the GAWP Lifetime Member and Elizabeth McIntire Award. Mike congratulated Guy for receiving these awards and thanked him for his hard work and dedication to the Water Authority and commitment to community service.

Chairman McQueen called on Guy Pihera to recognize Lesley Rathburn, Water Production Lab Analyst at the Hicks Plant, for receiving her Class II Water Operator Certification. Guy congratulated and expressed appreciation to Lesley for her hard work and dedication to the Water Authority.

Chairman McQueen called on Jim Poff to recognize Bridgette Graham, Water Reclamation Lab Analyst, for passing the Wastewater Lab Analyst Exam. Jim congratulated and thanked Bridgette for her hard work and dedication to the Water Authority.

Chairman McQueen called on Kevin Osbey to recognize Mark Childers, Stormwater Maintenance Crew Leader, for obtaining his Wastewater Collection Systems Operator License. Kevin congratulated and expressed appreciation to Mark for his hard work and dedication to the Water Authority.

Annual Grassing Contract Proposal Recommendation: Chairman McQueen called on Herbert Etheridge, Distribution & Conveyance Manager, to present the Annual Grassing Contract Proposal Recommendation.

<b>Vendor</b>	<b>Score</b>	<b>Proposal</b>	<b>DBE</b>
Georgia Landscape Management 13700 Hughes Crossing Hampton, GA 30228	90.0	\$ 134,010.04	
TPL Construction Landscaping 862 New Hope Dr. Hampton, GA 30228	76.25	\$ 79,770.00	
DAF Concrete, Inc. 212 Hicks Dr Marietta, GA 30060	52.0	\$ 118,625.00	
2M Management Group, Inc. (DBA Sandy Springs Lawnsapes) 1146 Davis Road, SE Smyrna, GA 30080		No Proposal	
Benny Whitmore 2115 Lawshe Road Senoia, GA 30276		No Proposal	
Braswell Landscaping 3014 Macedonia Drive Powder Springs, GA 30127		No Proposal	X
Carmon's Incorporated 1586 Rosewood Circle Marietta, GA 30067		No Proposal	X
Clean Cut Lawn Design, LLC P.O. Box 6606 Douglasville, GA 30154		No Proposal	
Community Bridge, Inc. 2080 Dept Ford Drive Duluth, GA 30097		No Proposal	X

Vendor	Score	Proposal	DBE
Elite Lawns 104 Hudson Industrial Drive Griffin, GA 30224-4536		No Proposal	X
Fitzpatrick Landscaping P.O. Box 133 Jonesboro, GA 30237		No Proposal	
Greener Pasture Landscaping, Inc. 2789 Plennie Lane Lawrenceville, GA 30044		No Proposal	X
Jerry Ellis Landscaping 1441 Barnesville Road Griffin, GA 30224		No Proposal	
Lawn Pro Landscape Inc. P.O. Box 1029 Decatur, GA 30036		No Proposal	X
MEM Landscaping Service dba Moises Desantos 5170 W. Teal Road Fairburn, GA 30213		No Proposal	X
Oakwood Landscaping, Inc. 48 Arcado Road Lilburn, GA 30047		No Proposal	X
Piedmont Landscape Development 5000 Kristie Way Chamblee, GA 30341		No Proposal	
Pro Seeding, Inc. P.O. Box 80638 Conyers, GA 30013		No Proposal	X
T.M.C. Grassing, Inc. 4670 Guthrie Cemetery Rd, Suite 1 Loganville, GA 30052		No Proposal	X
TLC/Lawn Care Company, Inc. 3291 Barnesville Hwy Thomaston, GA 30286		No Proposal	X
American Lawn & Turf, LLC 501 Wood Dr, Locust Grove, GA 30248		No Proposal	X
Ultra-Kare Landscaping Company P.O. Box 311109 Atlanta, GA 30331		No Proposal	X

Due to our need to provide a prompt, experienced, and specialized contractor to perform this work we issued a Request for Proposals (RFP) for our Annual Contract for Grassing & Lawn Repair. This contract is one of the most critical offered through the Department of Distribution and Conveyance and the Stormwater Utility. The selected contractor will be restoring lawns and right of ways after repairs are completed to water, sewer, and storm drains.

Proposal Packages were sent to twenty contractors and the three contractors listed above submitted proposals. The responders to this RFP were evaluated by an evaluation team of CCWA employees on the following items and given a score (of 100 possible points):

**Responsiveness to RFP (15%)** – The responder was to furnish the required information so that we could make a responsible and informed recommendation for these services.

**General Experience (25%)** – The responder was to furnish information to assure us that they had the equipment, labor, etc to successfully perform this work. We specifically asked that they identify work performed for other governmental agencies performing this type work.

**Price (50%)** – The total proposal price was scored based on a sliding scale with the total proposal pricing based on an estimated quantity multiplied by unit prices provided by the contractors in the proposal package.

**Reference Input (10%)** – References were reviewed from a variety of sources such as previous annual contracts of this magnitude of work prior work for other governmental agencies, and general proposal comments.

<b>Proposer</b>	<b>Amount</b>	<b>Responsiveness (15%)</b>	<b>Experience (25%)</b>	<b>Price (50%)</b>	<b>Reference (10%)</b>	<b>Total</b>
TPL Construction Landscaping	\$79,770	9.50	10.75	50.00	6.00	76.25
Georgia Landscape Mgt	\$156,510	15.00	25.00	40.00	10.00	90.00
DAF Concrete, Inc.	\$127,625	1.50	1.50	45.00	4.00	52.00

After evaluating all the proposals the staff recommends awarding this annual contract to Georgia Landscape Management for the period of September 1, 2010 – August 31, 2011.

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 not to exceed the amounts listed below per contract year without further Board approval.

Distribution & Conveyance - \$500,000.00  
Stormwater Maintenance - \$110,000.00  
Plant Repairs - \$25,000.00

We would also recommend that this contract be extendable for a second and third year at no changes in terms or conditions for labor and equipment.

Funding sources will be from the Water & Sewer Operations Budget, Stormwater Utility Budget, or a specific Capital Project.

Georgia Landscape Management has been performing this type work for the CCWA for the last seven years, under a previous company name, in a satisfactory manner. The unit prices that Georgia Landscape Management submitted have been consistent, or have decreased, since 2003.

<b>Item</b>	<b>Georgia Landscape Management</b>
Grassing Type 1 & 2	\$1.35
Lawn Repair seeding - less than 1,500 sf	\$0.55
Lawn Repair seeding - greater than 1,500 sf	\$0.50
Lawn Repair Sodding - less than 1,500 sf	\$1.60
Lawn Repair Sodding - greater than 1,500 sf	\$1.60
Hydro Seeding	\$0.05
Silt Fence - Type 2	\$0.01
Silt Fence - Type C	\$0.01
Fill Dirt per ton	\$1.00
Top Soil per ton	\$1.00
Minimum Billing	\$50.00
Temporary Mulching	\$1.00
Compact Loader per hour	\$0.01

UPON Motion by John Chafin and seconded by Marie Barber it was unanimously

RESOLVED: to award the Annual Grassing Contract to Georgia Landscape Management based on the unit prices provided and contingent upon approval of bonds and insurance as required by the specifications for the period of September 1, 2010 through August 30, 2011; to extend contract for a second and third year at no changes in terms or conditions for labor and equipment as outlined above; and to authorize the General Manager to sign the contract documents.

Vibratory Roller - Compactor Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Distribution and Conveyance Manager, to present the Vibratory Roller - Compactor Bid Recommendation.

<b>Vendor</b>	<b>Bid</b>	<b>Vendor Type</b>
<b>Cowin Equipment Co, Inc</b> 5710 Riverview Rd Mableton, GA 30126	<b>\$ 48,391.00</b>	
<b>Flint Equipment Co, Inc</b> 4500 Wendell Dr. SW Atlanta, GA 30336	<b>\$ 51,965.00</b>	
<b>Tractor &amp; Equipment Company</b> 5732 Frontage Road, Forest Park, GA 30297	<b>NO BID</b>	
<b>Asc Construction Equipment</b> 4520 Pine St Smyrna, GA 30080	NO BID	
<b>Briggs Construction Equipment</b> 4520 Martin Luther King, Jr. Drive Atlanta, GA 30336	NO BID	
<b>L &amp; M Equipment, Llc</b> 2911 Northeast Parkway Atlanta, GA 30360	NO BID	<b>MBE</b>
<b>Lashley Tractor Sales</b> 6953 Covington Highway Lithonia, GA 30058	NO BID	
<b>Mason Tractor Co.</b> 395 Industrial Blvd. P.O. Box 2589 McDonough, GA 30253	NO BID	<b>MBE</b>
<b>Yancey Brothers Co., Inc.</b> P.O. Box 43326 Atlanta, GA 30378	NO BID	

Staff recommends purchasing one Bomag Vibratory Roller from Cowin Equipment Company in the amount of \$48,391.00. This equipment is being added to our fleet due to increased requirements for soil compaction on GDOT and County Road Projects. This purchase was included in the current operating budget in the amount of \$58,000.00.

UPON Motion by John Chafin and seconded by Don McMillian it was unanimously

RESOLVED: to approve the purchase of one Bomag Vibratory Roller from Cowin Equipment Company in the not to exceed amount of \$48,391.00 and to authorize the General Manager to sign the contract.

Eagles Landing Parkway Waterline Relocation Summary: Chairman McQueen called on Herbert Etheridge, Distribution and Conveyance Manager, to present the Eagles Landing Parkway Waterline Relocation Summary.

In November 2009, the CCWA Board of Directors approved a project to relocate 4,300 feet of 24 inch main due to a road widening project in the amount of \$775,000.00.

We have completed this project and relocated 4,150 feet of 24 inch main at a cost of \$623,274.57. We were able to work with the Road Building Contractor, the Georgia DOT, and Henry County to reduce this project by 150 feet at the edge of a wetlands area which resulted in a substantial cost decrease.

This total cost includes a payment yet to be paid of \$75,000.00 that we agreed to pay toward a bridge piling redesign to avoid the relocation of an additional several hundred feet of main adjacent to a Wetlands Area that would have been very costly.

This project was completed at \$151,735.43 under approved budget.

Hudson Bridge Road Waterline Relocation Summary: Chairman McQueen called on Herbert Etheridge, Distribution and Conveyance Manager, to present the Hudson Bridge Road Waterline Relocation Summary.

In December 2009, the CCWA Board of Directors approved a project to relocate 2,300 feet of 24 inch main due to a road widening project in the amount of \$320,000.00.

We have completed this project at a final cost of \$337,623.86 (\$17,623.86 over approved budget). This additional cost was incurred as we had to extend the 36" bore under Flippen Road by 60 feet due to the addition of a retaining wall at this location.

**Eagles Landing Parkway/Hudson Bridge Rd Project Summary**

Total approved for both projects:	\$1,095,000.00
Total Expenditures:	\$ 960,898.43
Total under budget for combined projects:	\$ 134,101.57

FY09 Services During Construction Summary: Chairman McQueen called on Mike Buffington, Program Management Engineer, to present the FY09 Services During Construction Summary.

Includes program management and services during construction provided by CH2M Hill during Fiscal Year 2009 (May 1, 2009 through April 30, 2010). Services provided include general program management; and construction management and inspection for Huie Phase 4 (Part 2) Constructed Wetlands, Casey Pellitization Improvements, Smith WPP Improvements, Blalock and Noah's Ark Road Generators, and miscellaneous Tank Painting projects.

Services included general program management assistance; construction management and administration; document management; site coordination; project controls; field inspection; shop drawing and samples review and approval; monthly pay request approval; design clarifications; preparation of as-built documents; start-up services; and closeout of each completed construction project.

**Project Managers:**

- CH2M Hill Engineers – Chris Cranmer
- Clayton County Water Authority – Mike Buffington

**Task Order Summary:**

- Original Task Order Amount – \$1,200,000 (not to exceed amount)
- Final Task Order Amount – \$795,732.50

Preliminary Architectural Services for HQ Building Improvements: Chairman McQueen called on Terry Moy, Program Management and Engineering Manager, to present the Preliminary Architectural Services for HQ Building Improvements Proposal Recommendation.



The Jack H. Drew Sr. Water Authority Complex building was originally constructed in 1994. A wing expansion that currently houses Finance, Accounting, Program Management and Engineering was added in 2002. As a part of the Customer Service Improvement Project (CSIP) completed in 2009, the 2010 Master Plan and other recent developments, other potential improvements to the Headquarters complex have been identified.

The CCWA Engineering department prepared a Request for Professional architectural services to complete a space study to assess needs, develop conceptual layouts and prepare a basis of design for follow on architectural design and construction services.

Criteria	Points	JW Robinson Assoc Inc.	GSB Inc	Karen Duckett Assoc	Lyman Davidson Dooley Inc.	Manley Spangler Smith	Richard Wittschiebe Hand	Wakefield Beasley & Assoc
Qualifications and experience	20	12	19	20	16	18	17	19
References	15	10	15	13	12	12	13	14
Project Approach	15	9	15	14	13	13	14	15
Costs	50	49	37	30	49	36	37	38
Sub Total	100	79	86	76	91	78	80	85
Short-listed Presentations	20		10		5			20
Total Points	120	80	<b>96</b>	77	<b>95</b>	79	81	<b>106</b>

Proposals were opened on June 29<sup>th</sup>. Proposal evaluations were completed and a short list of the top 3 firms was prepared. Presentations were made during the week of July 13th with the final scoring as noted above. Staff recommends award to Wakefield Beasley and Associates in the amount of \$37,450.00. Funding for this work will come from Operating Funds.

UPON Motion by John Westervelt and seconded by Oscar Blalock it was unanimously

**RESOLVED:** to award the contract for Preliminary Architectural Services for Headquarters Building Improvements to Wakefield Beasley and Associates for the not to exceed amount of \$37,450.00 contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Sanitary Sewer Evaluation Survey Proposal Recommendation: Chairman McQueen called on Terry Moy, Program Management and Engineering Manager, to present the Sanitary Sewer Evaluation Survey Proposal Recommendation.

The CCWA wastewater collection system is aging and many parts of the piping system are requiring increased maintenance and repairs. An aggressive program to evaluate and rehabilitate sanitary sewers has been implemented as part of the next 10 year master plan.

A temporary wastewater flow monitoring project authorized earlier this year in the W.B. Casey service basin is being completed and has identified areas of the wastewater piping system that have excessive Inflow/Infiltration. SSES work will provide the detailed site investigations needed to locate actual defects in the system and allow repairs to be made.

CCWA staff evaluated 9 proposals received in response to a Request for Proposals (RFP). To rank costs a sampling of unit prices for pay items based on estimated quantities for a typical job were compared. An overall ranking of each proposal based on costs, qualifications, experience and additional capabilities was completed with the results presented in the attached table.

Company	Qualifications and experience	References	Project Understanding	Costs	Total Points	Comments
Woolpert	20	9	10	60	<b>99</b>	
Stantec	20	9	10	44	<b>83</b>	
<i>O'Brien &amp; Gere</i>	<i>13</i>	<i>9</i>	<i>10</i>	<i>48</i>	<b>80</b>	<i>Does not meet specifications</i>
<i>Corbett Group</i>	<i>9</i>	<i>5</i>	<i>4</i>	<i>56</i>	<b>74</b>	<i>Does not meet specifications</i>
Compliance EnviroSystems	17	9	10	34	<b>70</b>	
Southeast Pipe Survey	11	9	5	41	<b>66</b>	
Prime Engineering	18	9	10	26	<b>63</b>	
CaJenn Construction	18	8	9	25	<b>60</b>	

Staff recommends award to both Woolpert and Stantec for a total amount not to exceed \$1,000,000. This work is intended to support the ongoing rehabilitation program and will be authorized on an “as needed/when needed” basis and can be renewed for a second and third year with mutual consent of both parties.

UPON Motion by Marie Barber and seconded by Oscar Blalock it was unanimously

RESOLVED: to award a contract for the Sanitary Sewer Evaluation Survey to Woolpert and Stantec based on the terms and conditions listed above, contingent upon approval of bonds and insurance as required by the specifications, and to authorize the General Manager to sign the contract documents.

Flood Plain Mapping Surveying Summary: Chairman McQueen called on Terry Moy, Program Management and Engineering Manager, to present the Flood Plain Mapping Survey Summary.

The purpose of this work was to provide field surveys of critical stream sections and structures to support the preparation of revised floodplain maps. This field data will be used by CH2M Hill, under the ongoing SW-08-05 Floodplain Mapping Task Order to update the hydraulic model and prepare updated floodplain maps. Upon submittal, review and approval by FEMA, these maps will be adopted as the new floodplain maps for the County.

Two companies were awarded contracts to perform the field survey work which was distributed over more than 110 miles of stream. CCWA and CH2M Hill staff managed the survey contracts and provided Quality Control (QC) reviews of the survey deliverables.

The surveys included more than 300 critical stream cross section surveys, almost 200 structures, including bridges and dams and more than 800 linear streambed profiles. The majority of the work was completed using Global Positioning Satellite (GPS) technology supported from CCWA's Virtual Reference Station (VRS), which provided further field efficiencies to the contractors and CCWA survey QC teams over conventional total station survey methods.

The survey contractor's work was completed on schedule and under budget as shown in the attached summary table.

<b>Company</b>	<b>Contract Award</b>	<b>Completion Costs</b>	<b>Variance/ Savings</b>
Hayes James	\$398,700	\$272,636	\$126,064
Lowe Engineers	\$372,784	\$308,700	\$64,084
	\$771,484	\$581,336	<b>\$190,148</b>

CH2M Hill is continuing to complete the modeling work and is planning to initiate map preparation in the Fall of 2010. Submittal of the maps for FEMA review is expected in late spring of 2011.

Upon Motion by Rodney Givens and seconded by Oscar Blalock it was unanimously

RESOLVED: that the Board adjourn into executive session for land, legal, and personnel issues. The Board reserves the right to return to open session.

The Board returned to open session.

Vice Chairman Chafin discussed Clayton County Family Care's financial costs of doing business to assist residents of Clayton County. It was recommended that CCWA pay a twenty percent (20%) fee for administration of CCWA's Hardship Assistance Program to Clayton County Family Care to assist with their costs to do business. Funds for the Hardship Assistance Program come from cell tower revenues. The fee will be calculated based on the amount of financial assistance awarded to CCWA customers each month.

Upon Motion by Don McMillian and seconded by John Westervelt it was

RESOLVED: to approve a twenty percent (20%) fee to be paid to Clayton County Family Care for administration of the CCWA Hardship Assistance Program. Vice Chairman John Chafin and Marie Barber abstained from voting.

Mr. Thomas stated that Vice Chairman Chafin and Mike Bennett, Deputy Manager have been working on an Emergency Preparation Program. Mike requested and obtained permission from the Board to sign the emergency plan documents. In the event of an emergency such as an anthrax attack or flu epidemic, CCWA will be a designated closed Point of Distribution center so that vaccines can be administered to CCWA employees and their families. CCWA would work with the Clayton County Board of Health to obtain necessary medications and/or vaccines. This would be done at not cost to CCWA.

Mr. Thomas stated that the Forest Park City Council voted to allow placement of a cell phone tower on a parcel of land that was donated to Forest Park by CCWA.

Mr. Thomas reminded the Board of plans for the upcoming WEFTEC conference to be held in October this year.

UPON Motion by Marie Barber and seconded by John Westervelt it was unanimously

RESOLVED: to adjourn the regular session board meeting.

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

---

Pete McQueen, Chairman

---

Walter Marie Barber, Secretary/Treasurer