

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

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, Oscar Blalock, Rodney Givens and Sophia Haynes; General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams, other CCWA staff and visitors.

Chairman McQueen called on John Patterson, Plant Operator, 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 May 5, 2011. 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 April 30, 2011.

Customer Issue: This item was added to the agenda. Chairman McQueen called on Customer, Linda Granger to speak as requested. Ms. Granger voiced concerns regarding her bill and how the meters are read. She requested the Board audit the procedures for determining bill amounts and its meter reading process. The Board agreed to review Ms. Granger's account and respond to her concerns in a timely manner.

JDE Upgrade Implementation Consultant Support RFP Recommendation: Chairman McQueen called on Karen Riser, Risk Manager, to present the JDE Upgrade Implementation Consultant Support RFP Recommendation.

J.D. Edwards (JDE) is CCWA's financial management software that is used for all our accounting, procurement, inventory and plant and equipment asset management tracking; it includes some 15 applications in all. The current version of the software was installed in 2002 and seven new versions of the software have been released since this time. Oracle, the company that now owns JDE, still supports our current version but only in a limited fashion. The newer version of the software includes significant enhancements and is more user-friendly.

As part of the J.D. Edwards upgrade process CCWA solicited proposals for application professional services to help migrate our software to the latest version. The Request for Proposal solicitations were sent to thirty nine firms and responses were received by four consulting firms. Our J.D. Edwards Steering Committee served as our evaluation team for this RFP and is made up of six CCWA employees from our Finance, Human Resources, General Services, MIS and Risk Management sections.

The selection team evaluated the proposals, checked references and interviewed the responding firms and arrived at a final ranking as shown in the following table.

<b>Vendor</b>	<b>Points Value</b>	<b>Cost Proposal</b>
Denovo	87.33	\$693,829.00
ERP Professionals	Non-Responsive*	N/A
Nabros	Non-Responsive**	N/A
Zanett Commercial Solutions	78.17	\$959,560.00

The proposals were evaluated on the following criteria: Quality and Clarity of Proposal – 30 points, Vendor Profile/Financial Stability – 5 points, Proposed Solutions and Methodology – 40 points, Reference – 20 points, Contract Terms and Conditions – 5 points, and Costs – 50 points.

\* ERP Professionals were deemed non-responsive as their Joint Venture Partner elected to withdraw from the RFP process.

\*\*Nabros was deemed non-responsive as their proposal did not include any references as required in the RFP.

The budget for this portion of the project is \$570,000 therefore the CCWA evaluation team negotiated with Denovo for a reduction in hourly rates (\$30,940) and modification to scope (\$98,779) for some items that were proposed by Denovo however not deemed cost effective by CCWA staff to implement.

Staff recommends award to Denovo for an amount not to exceed \$564,110.00. This work will be funded from the R&E fund as part of the JD Edwards Upgrade Project.

UPON Motion by Marie Barber and seconded by Rodney Givens it was unanimously

**RESOLVED:** to award the contract for the JDE Upgrade Implementation to Denovo contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract documents for the not to exceed amount of \$564,110.00 as requested and outlined above.

Water Reclamation Solids Removal Bid Recommendation: Chairman McQueen called on Jim Poff, Water Reclamation Manager, to present the Water Reclamation Solids Removal Bid Recommendation.

<b>Vendor</b>	<b>Bid (Cost/Wet Ton)</b>
Waste Eliminator, Inc.	\$42.00
Terra Renewal	\$44.35
Erth Products	\$44.90
Evergreen Waste, LLC	\$45.50
Synagro	\$46.30
Merrell Brothers, Inc.	\$54.68
Veolia Taylor County Landfill	No Bid
We Care Organics	No Bid

Although Waste Eliminator was the low bid they are considered non-responsive because they did not meet our reference and work experience requirements. Therefore staff recommends that we award this bid to the lowest responsive bidder Terra Renewal for a cost of \$44.35/wet ton hauled and disposed. If Terra Renewal cannot meet CCWA requirements then we would award bid to next lowest responsive bidder Erth Products for \$44.90/wet ton. Average annual quantity of solids from WRFs is 10,000 tons and this work is funded from three different operating budgets.

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

**RESOLVED:** to award the contract for Water Reclamation Solids Removal to the lowest responsive bidder Terra Renewal based on the unit price and guidelines listed above with the option to utilize the second lowest responsive bidder, Erth Products, in the event the lowest responsive bidder cannot respond to our needs on a timely basis or meet our Risk Management Requirements, and to authorize the General Manager to sign the contract documents.

IBM Blade Server Bid Recommendation: Chairman McQueen called on Rodney Crowell, Management & Information Systems Director to present the IBM Blade Server Bid Recommendation.

Staff opened submitted RFB responses at 2:30pm on April 26, 2011. The RFB was based on a per item cost for an IBM Blade Server model HX5. The fiscal year operating budget plan contained approved funding of \$28,200 to purchase three blade servers to replace six servers purchased in 2006 that are out of maintenance support. Due to upgrades and enhancements made in our CityWorks (pipeline maintenance database) solution and on-going efforts to improve the performance of our NorthStar Customer Service solution an additional server is required to properly balance resources to ensure availability to the critical applications during the event of short term hardware interruptions. The un-used funds from the Cisco switch purchase could be allocated to provide the additional funding on this purchase.

<b>COMPANY</b>	<b>COST</b>
Softchoice	\$9,105.76
Cpak Technology Solutions	\$9,105.76
Computer Atlanta	\$11,358.00
Gov Connection, Inc.	\$12,492.00
Xtend Consulting / Abacus Solutions	\$12,058.00

Staff is requesting permission to purchase five IBM Blade Servers at a total cost of \$45,528.80 and recommends awarding the RFB to Softchoice.

UPON Motion by John Chafin and seconded by John Westervelt it was unanimously

**RESOLVED:** to award the bid for the five (5) IBM Blade Servers to Softchoice for the not to exceed amount \$45,528.80 as requested and outlined above.

CISCO Fiber Switches Bid Recommendation: Chairman McQueen called on Rodney Crowell, Management & Information Systems Director to present the CISCO Fiber Switches Bid Recommendation.

Staff opened submitted RFB responses at 2:00pm on April 26, 2011. The RFB was for one 48-port Cisco Gig speed Power-over-Ethernet switch to replace the primary communication switch (which is a Nortel item) at CCWA's offsite disaster recovery site and two 24-port Cisco Gig speed switches to replace the existing Nortel switch being used for Storage Area Network traffic at the same site.

COMPANY	COST
Softchoice	\$22,481.00
Cpak Technology Solutions	\$22,922.00
Computer Atlanta	Non responsive
Gov Connection, Inc.	Non responsive
Xtend Consulting /Abacus Solutions	Non responsive

The fiscal year budget plan contained a proposed purchase of two 48-port Gig speed Power-over-Ethernet switches with approved funds of \$35,000.

Computer Atlanta and Gov Connection, Inc. were non responsive as their bids on the 24-port switch was for a Meg speed unit.

Xtend Consulting / Abacus Solutions was non responsive as their bid on the 24-port switch was for a Power-over-Ethernet switch which is not required for SAN and thereby a waste of additional expense.

Staff recommends award to Softchoice in the amount of \$22,481.00.

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

**RESOLVED:** to award the bid for the IBM Blade Server to Softchoice for the not to exceed amount \$22,481.00 as requested and outlined above.

HHW Amnesty Day Summary: Chairman McQueen called on Kevin Osbey, Storm Water Program Manager, to present the HHW Amnesty Day Summary.

On Saturday, April 23, 2011, the Clayton County Water Authority sponsored a hazardous waste collection event. This effort provided residents of Clayton County a means to dispose of a variety of household items. These items included, but were not limited to latex and oil-based paints, cleaners, pesticides, strippers, motor oils, anti-freeze, chemicals, etc.

CARE Environmental, from Valdosta, was selected through a Request for Proposal (RFP) process in FY 2009-10 to provide the collection services. CCWA exercised the option to extend this agreement for a second year at the same prices as FY 2009-10.

The RFP prepared in FY 2009-10 included items that would be collected along with an estimated quantity of each. This estimated quantity was not binding thus could increase or decrease based on the volume of material collected.

There were twenty-two (22) classifications of materials. Each classification was given an estimated quantity, in pounds of material expected to be collected. Based on quantities collected in years past, \$42,000.00 was budgeted for this year's event.

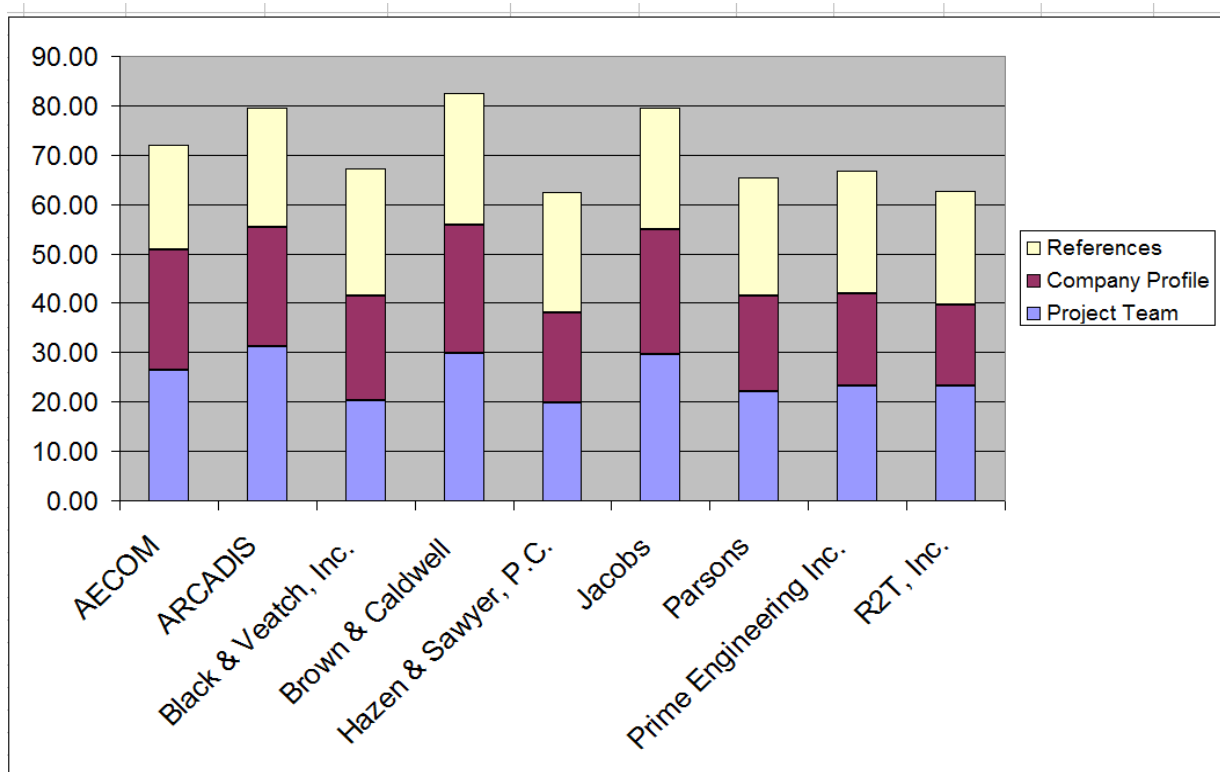
On the day of our event, CARE Environmental serviced 465 vehicles. Once all the material was collected, manifested, and disposed of, CARE Environmental determined they had processed over 88,000 pounds of materials. This resulted in a cost of \$22,543.58 from CARE Environmental this year.

Items (pounds)	April 2008	April 2009	April 2010	April 2011
Latex Paint	7,000	22,000	25,000	21,800
Oil Paint	33,000	45,000	26,600	25,300
Aerosols	1,100	3,000	1,600	3,000
Pesticides/Herbicides/Poisons	3,300	4,000	1,800	4,500
Acids	2,300	8,000	2,800	9,900
Solvents/Cleaners/Flammable	17,000	9,000	3,200	1,900
Motor Oil/Anti-Freeze	4,500	17,000	2,700	13,800
Lights and Mercury	0	2,000	700	1,400
Grease and Pharmaceuticals	N/A	N/A	400	900
Car & Home Batteries	2,000	7,000	1,700	6,100
<b>Waste Generated(pounds)</b>	<b>70,200</b>	<b>117,000</b>	<b>66,500</b>	<b>88,600</b>
Vehicles serviced (each)	402	525	303	465

Engineering Services Annual Contract Recommendation: Chairman McQueen called on Terry Moy, Program Management & Engineering Manager, to present the Engineering Services Annual Contract Recommendation.

Per the Board's direction in December, staff prepared a Request for Proposals (RFP) to procure On Demand Engineering Services. Nine proposals were submitted in response to the RFP. Proposals were opened on March 24<sup>th</sup> and 4 firms were short listed and provided presentations the week of April 25<sup>th</sup>.

Because of the large anticipated response and broad, company-wide skills and experience being requested, the CCWA selection team consisted of 19 CCWA staff grouped in 5 teams representing all major operational activities of the Authority in addition to contracts and risk management reviews. In all, 162 individual reviews were completed to evaluate company experience with an additional 142 reference interviews completed during the 4 week period after March 24 when the proposals were opened. Preliminary scoring of the 9 proposals are presented below which resulted in the short listing of the top 4 firms (AECOM, ARCADIS, Brown & Caldwell and Jacobs) for follow up presentations/interviews.



After evaluating and ranking the proposals, 8 CCWA management staff attended the short listed firms project team interviews and completed the scoring process with the final results of this evaluation presented below.

	AECOM	ARCADIS	Black & Veatch, Inc.	Brown & Caldwell	Hazen & Sawyer, P.C.	Jacobs	Parsons	Prime Engineering Inc.	R2T, Inc.
Project Team	26.44	31.11	20.22	29.94	19.83	29.56	22.17	23.33	23.33
Company Profile	24.35	24.18	21.14	25.93	18.25	25.36	19.37	18.58	16.28
References	21.14	24.23	25.78	26.55	24.44	24.54	23.77	24.95	23.06
Presentations	33.00	40.40	0.00	46.30	0.00	43.80	0.00	0.00	0.00
Final Score	104.93	119.92	67.15	128.72	62.52	123.26	65.30	66.87	62.68
Ranking	4	3	5	1	9	2	7	6	8

Staff recommends award to Brown & Caldwell and Jacobs. Funding for this work will come from Operating and Capital Funds based on the related CCWA projects funding source.

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

**RESOLVED:** to award the contract for Engineering Services to Brown & Caldwell and Jacobs depending on workload and scheduling requirements and contingent upon approval of bonds and insurance as required by specifications; and to authorize the General Manager to sign the contract documents.

SSES Update: This item was removed from the agenda.

Storm Update: Chairman McQueen called on Guy Pihera, Water Production Manager, to present the Storm Update.

Guy provided a detailed summary of the impact the recent storm had on CCWA's plant operations. Guy stated that due to power outages, there were equipment malfunctions at the Hicks Plant. Staff responded quickly and appropriately allowing for operations to continue under the circumstances.

Upon Motion by Marie Barber and seconded by John Westervelt 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.



Suzanne Brown, Public Information Officer, provided a brief overview of the New Bill Format. The new bills will go out to customers beginning this month.

Mr. Thomas requested Board approval to close CCWA offices for Customer Service staff to participate in a team building training session on state/federal government holiday – Veteran’s Day, Friday, November 11, 2011 when other government offices are closed. A detailed plan will be developed on how customers will be notified and issues will be addressed should any arise. This will also be an opportunity for company-wide staff training and development on this day.

A detailed discussion followed regarding future Architectural Services contract procedures for the HQ Building modifications. Mr. Thomas stated that staff will shortlist the bidders to three. Chairman McQueen stated that a committee of five will be established containing three board members and two CCWA staff (Oscar Blalock, Chairman, John Chafin, Marie Barber, Mike Bennett and Terry Moy) to review staff’s shortlisted recommendations and interview the top three firms. After committee review a recommendation will then be made before the entire Board. Everyone present agreed.

Mr. Thomas reminded the Board of the upcoming AWWA Annual Conference & Exhibition they will attend in Washington, DC, June 12-15, 2011.

Mr. Thomas stated that an OPEB meeting will follow the Regular Board Meeting and welcomed anyone who wanted to attend.

UPON Motion by John Chafin and seconded by Marie Barber 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.

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Pete McQueen, Chairman

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Walter Marie Barber, Secretary/Treasurer