

Milford Water/Wastewater Commissioners'

Work Session Meeting Minutes December 21, 2018

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Commissioner

Kevin Stetson, Director
Chantel Fulmer, Secretary

Call to Order – Director Stetson called the meeting to order at 10:00 a.m.
Being a work session, this meeting was not videotaped.

Pre-Bid Meeting for Dewatering Upgrade – Director Stetson passed the meeting to Underwood Engineers, Dave Mercier and Daniel Jacobson, to explain the details of the upcoming project to all contractors present. A sign in sheet was passed around so that all attendees could be recorded. Mr. Mercier went over the general outline of the upcoming project to replace the belt filter press at the Milford Wastewater Treatment Facility. A packet was handed to all attendees with specifications listed.

The bid opening for this project will take place on January 8, 2019 at the Milford Wastewater Treatment Facility starting at 2pm. Voting for the Warrant Article will be in March with the project timeline anticipated to begin in April and last through late 2019.

Two representatives from New Hampshire Department of Environmental Services (NHDES) were present to outline the requirements for the project if a State Revolving Fund (SRF) loan is granted. The required forms were placed within the packet provided to all attendees.

Discussion was had on whether or not the centrifuge to be purchased for the project could be done directly by the commissioners. As there are benefits to this option, the commissioners were willing to discuss it at their next meeting and possibly provide an addendum to the project. Mr. Mercier will be reviewing any requirements on whether or not further details are to be sent to the state if this option is chosen.

Clarification on the quote originally provided back in 2015 of \$1.2 million was provided by Underwood Engineers, which indicated that the actual overall cost will be lower given that more pricing details are available.

The payment terms for the SRF loan are currently set for 20 years at 2.7%. Mr. Mercier outlined that he can gather details on rates for other term lengths since a shorter term may be desired if the centrifuge is purchased outside of the bond request. Chairman Courage asked Director Stetson to also gather town rates so options can be considered if the SRF loan is not granted.

All contractors present were offered the option to view the current dewatering setup and ask questions. Underwood Engineers and Wastewater Operations Foreman, Jamie Soucy, provided a tour of the area within the facility.

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Water Main Improvements Project – Bryan Ruoff from Stantec Consulting arrived to discuss the attached Results Summary and Recommendation for the upcoming Water Main Improvements Project. Based on details provided by all three bidders and research done on each company, Stantec Consulting recommends that the commissioners award this project to S.U.R. West, once funding becomes available.

Chairman Courage requested to know if the base bid amount also included the infrastructure to be put in place so that additional work can be done at a later date with minimal road openings. Mr. Ruoff confirmed that the design for the base bid work included the preparations for the additional work. He also checked with the Department of Public Works (DPW) for any paving requirements on the project and found that the initially expected requirements have been decreased. This will provide some savings on the paving category of the project. The only other area of the project that could be removed for potential savings would be the boring work in the approximate amount of \$40,000. Mr. Ruoff outlined that this could be done by town forces or contracted out to another company; however, it could still cost just as much to do.

A discussion on the redundant piping was had to see if it would cause any issues if left in place. Mr. Ruoff stated that he does not foresee issues with it remaining in place.

The commissioners stated that they would further discuss the recommendation provided and provide their decision to Stantec Consulting after their next meeting.

Adjournment

At 11:35 a.m., Vice-Chairman Putnam motioned to adjourn the meeting, seconded by Commissioner White. All voted in favor.

Future Appointments/Meetings: Wednesday, December 26, 2018 at 1:00 p.m. held at the Water Utilities Department, 564 Nashua Street.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date



December 20, 2018
File: 195113160

Mr. Kevin Stetson, Director
Water and Sewer Utilities
Town of Milford, NH
564 Nashua St
Milford, NH 03055

**Re: 2019 Milford Water Main Improvements Project
Bid Result Summary and Recommendation to Award**

Dear Mr. Stetson:

On Tuesday December 11, 2018 at 2:00 PM, three (3) bids were received for the subject project. Bids ranged between \$983,705 and \$1,334,938. The low bidder was S.U.R. Construction West, Inc., (S.U.R. West) with a Total Base Bid Amount of \$983,705.00. The bid tabulation, S.U.R. West's Bid and Bid Bond are attached. It should be noted that S.U.R. West's total base bid was approximately 5-percent lower than Stantec's opinion of probable construction cost (attached). Although the received total base bid reportedly varied greatly from Weston & Sampson's cost estimate, based on our review of the bids, considering the complexity of the project and the present bidding climate we feel that the bids received are appropriate for this project.

Additionally, Stantec performed an evaluation of the low bidder, as part of our review. S.U.R. West has performed similar types of project work at the project value. In addition, we have checked several of their references from recently completed and ongoing projects of similar size and scope as the Milford Water Main Improvements project and have received favorable responses from the references that we contacted. The five completed reference checks are attached for your review.

In consideration of this information, we recommend that the Water and Sewer Commissioners award this project to S.U.R. Construction West for their bid amount of \$983,705.00, once funding is secured.

Once funding is approved we will provide a Notice of Award for the project.

Respectfully Submitted,

STANTEC CONSULTING SERVICES, INC.

A handwritten signature in blue ink, appearing to read "Bryan Ruoff", followed by a horizontal line.

Bryan Ruoff, PE

Project Manager
Stantec
5 Dartmouth Drive Suite 101 Auburn NH 03032-3984
Phone: (603) 206-7548
cell: (603) 801-5870

Design with community in mind



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Kevin Stetson, Director
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Reference: **2019 Milford Water Main Improvements Project**
 Bid Result Summary and Recommendation to Award

Attachments: Certified Bid Tabulation
 S.U.R. West, Bid & Bid Bond
 Stantec's Opinion of Probable Construction Costs
 S.U.R. West Reference Interview Forms

c: Rene LaBranche, Stantec (letter only)
 Milford Water and Sewer Commissioners