Waterville Estates Village District Water Master Plan
Advisory Committee Minutes
June 22, 2020
9:00 am

A meeting of the Waterville Estates Water Master Plan Advisory Committee was held at 5-1 Carey Circle, Thornton NH 03285 on June 22, 2020. The meeting was called to order by member Terry Bennett at 9:04 am. The meeting was opened with the Pledge of Allegiance.

Members Present: Stan Bujalski, John Herlihy, Terry Bennett
Members Absent: Ned McElroy (member who resigned), Sean Tole
Public Present: Arnold Goodman, Carey Circle Thornton NH.

Item 1: Review of Proposals submitted for the WEVD Master Plan

General Comments from the Committee Members:

1. All firms submitting proposals have a 4 point rating with the New Hampshire Department of Environmental Services/ Water Division. A 4 point rating is the highest rating for doing work in water systems. All 5 Companies are qualified to do the work.

2. There was a limited point evaluation differential between firms. The score on the basic evaluation ranged from 108 to 121.

3. Fee schedules are listed in various ways, thus making comparisons unequal. Many had contingencies, raising actual costs by adding phased work, additional costs for mileage, public meetings, travel and testing.

4. Commissioners should interview firms for clarify of actual scope of work and costs using the interview process.

5. Contact should be made to client references; concentrating on the most recent projects similar to WEVD. Also lead team project manager references should be checked. One source of interview questions should be used for consistent responses. (less subjective than multiple folks doing it)

6. Professional Liability Insurance of firms and all subcontractors should evaluated. Be careful of limited "cost of contract" insurance plans. Prior to any work started firms should submit Liability indicating WEVD as insured. This needs to be discussed with the interview process. PL insurance should be provided at a reasonable value well in excess of the value of the contract. Although the initial master plan may not exceed 55,000 for example, the engineering studies and conclusions will lead to further work. If those studies and conclusions prove to be in error, omissions and errors may lead to additional WEVD liability down the road.

7. Statements of Insurance, when provided should name WEVD as an additional insured party.

Discussion of the Firms:

1. DuBois and King Inc.

    Nice Community Approach which includes community input.
    Stated Master Plan Development Experience
    Successful experience with securing Federal and State Grants
    Project lead worked with Campton/ familiar with area.
    Most comprehensive master plan approach compared to other bidders. Also well resourced in- house.
    Statement of Standing from State needs administrative update.
    45,000 to 55,000 needs clarification. Noted that additional cost for some testing not included.

2. Horizons Engineering.

    Statement did not include very recent work with WEVD in work identifying water leaks in the system/ oversite after RFQ due.
    Firm has experience with variable water flow needs of resort communities.
    Mentioned Snowmaking from talking with Cory, Committee feels that previous 1990's study should be interfaced separately with needed updates to the previous study.
    Team seems strong with lots of in house expertise. Well resourced with in-house diagnostics and resources.

Task/ Cost breakdown was good. No detailed timeline for work, so needs clarification.
Indicated Grant procurement experience and success.
Confirm electrical experience for Pump Evaluation.

3. Jones and Beach Engineering Inc.

Seems more focused on wells vs. distribution infrastructure systems loss/ metering.
Limited Master Plan Development experience listed.
Was firm that talked about Connection to Campton System
Subcontractors are used for parts of project.
Noted that are extra costs related to time and materials are not reflected in the price. Those costs could be significant.
Noted that LIABILITY insurance would be based on the contract value. This is a big problem for the Committee. An error in in plan judgement could cost more to fix than the value of the contract, thus putting WEVD at financial/ liability risk.
Certificate of Good Standing needs administrative update.
Grant guidance mentioned.

4. Tata and Howard Engineering

Subcontractor Nobis has experience with WEVD projects.
Unclear who is the lead in this proposal. Is it Nobis or Tata and Howard? Troubling as to who interfaces with WEVD.
Talks about a phase 1 cost. Need clarification on what is Phase 1. There is reference to a Phase 2 Project with no clarification or cost relationship to Master Plan Development. Lots of questions here.
Knowledge of grants noted.

5. Underwood Engineers

Includes PNL Insurance Certificate.
Knowledge of financing and grants
Mentions Phase 1 costs = 29,000. What does that really include? What is Phase 2? Cost? Lots of uncertain costs.

RFQ seemed incomplete, as included sample draft statement from another communities project unrelated to WEVD.
Talked about need for operational assessment and best practices policy plan.
Use of sub-contractors.

Committee Recommendation to the Commissioners:

The Committee recommends the Commissioners interview not more than 3 firms. The Committee recommends the following three firms.

Dubis and King
Horizons Engineering
Tata and Howard (Conditioned on clarification of team lead.)

We recommend that all production of documents should become the property of WEVD, in particular any CAD documents.

Motion by member Bujalski, seconded by member Herlihy to adjourn the meeting at 10:45 am.

Motion carried.

Meeting was adjourned at 10:45 am.

Minutes Respectfully submitted as Draft Minutes by member Bennett.

Posted: At Annual Meeting
On page WEVD WEB page
Constant Comment Communication
Approved at Posted meeting of 07/08/2020.