

DPW Facility Committee

MEETING MINUTES of Oct. 2, 2017 (1 attachment W&S)

Respectfully submitted by Dawn Michanowicz, Secretary

Voted Approved

on October 17, 2017

Meeting held at the HMLD and called to order at 7pm by Dan Nason, Chair

Present were committee members:

Jim Kempton, Vice Chair
Dawn Michanowicz, Secretary

Mark Johnson

Jack Cross

Scott Sundin

Chris Lucchesi

Also in attendance:

John Woodsmall, Director of Public Works

David White, Finance Committee Liaison

Jeff Alberti and JP Parnas Weston & Sampson

Gary Kaczmarek, Project Manager

Ryan Mouradian, Water & Sewer Superintendent

Chris DeMoranville, Supervisor of Operations

Motion to accept the Minutes as amended from the Aug 28, 2017 meeting; voted to accept by majority vote.

Dan opened the discussion with a quick review of the DPW facility tours at the 3 locations: Westford, Chelmsford and Wayland. Chris Lucchesi stated Westford had a good combination of admin and garage space for vehicles; it had very practical "flow" or drive through bays. By comparison he liked the open space of the admin area of Chelmsford which offers a lot of flexibility. Scott Sundin stated he liked the heating system in the floor for snow/ice melt and the extra large space for future expansion. Dan Nason liked the partitions system in Westford which offers multi-functions and more flexibility to be used as a conference room or training room. Mark Johnson stated that retro-fitting existing space can be more complex. The building codes now in the industry are not geared for retro-fitting. He liked the radiant heat in the flooring for the ice/snow melt and said it works better than infrared. He liked the Westford admin area for office staff; its location was better for safety. The conversation continued and many agreed that none of the 3 locations were as complete as Holden's DPW which includes Water & Sewer.

Tabled the space needs review by W&S until next meeting.

Voted unanimously to sign the Warrant #18 Invoice for Control Point Associates.

OPM, Gary Kaczmarek offered the revised contract for Weston & Sampson. Recommended we vote and move forward with this new contract (copy in the John Woodsmall's office).

Motion made by Chris Lucchesi to accept the recommended OPM revised contract of 25k and 23k. Seconded and the vote was unanimous by all present.

Gary Kaczmarek thanked the DPW for blocking the windows and padlocking the inside pit at 18 Industrial Drive. Question arose, where do we stand on fire protection and security? How do we pay for it? Dan Nason offered that this is not under the purview of this committee to pay for protection. Chris Lucchesi recommended to get it completed because 18 Industrial Drive is now Town property. There was money supplemented to handle this facility. It was recommended Dan Nason speak to Peter Lukes to fund this.

Motion made to recommend to move forward with fire and security measures to be funded out of the Town's operation budget. Seconded and passed by majority vote.

Update from W&S: They are getting additional work approved. They are getting together the conceptual plans with new fit-out, not renovation. David White asked about the "pit water" being pumped into the sewer system and how do we reconcile this? Gary said it pumps about 40-50 gal/minute and has never heard it come on. He did notice rain water going into the tank. It was suggested to put a recording meter on the pump. Defer this to Mark Johnson.

Next meeting date is Oct 17 at 7pm. Location: tbd
Meeting date after that: Oct 23 at 7pm. Location: HMLD

Motion made to adjourn the meeting at 8pm.

PURPOSE

This proposed Scope of Work is intended to advance the design of the Public Works Facility at the 18 Industrial Drive site to allow the analysis and comparison of the following two alternates: 1) Partial demolition and full renovations to the existing building at 18 Industrial Drive; and 2) Full demolition of the existing building and design for a new facility. Both alternates will be based on the proposed program for the Public Works as developed with the DPW Committee during previous phases of work. The goal of this work is to prepare order of magnitude construction and project cost estimates for each of the two alternates.

SCOPE OF SERVICES

Task 1 – Conceptual Site and Building Design for Renovation of 18 Industrial Drive

The goal of this task is to establish a conceptual site and building plan for the renovation of the 18 Industrial Drive building, assuming partial demolition of the existing building.

- 1.1 Develop conceptual site and building layout for review with the Town for a renovated facility on the 18 Industrial Drive Site.
- 1.2 Develop a narrative scope of work for the partial demolition of the existing building for cost estimating purposes.
- 1.3 Develop a narrative for Mechanical, Electrical, Plumbing, Fire Protection, and technology systems for cost estimate.
- 1.4 Compile pricing set of drawings and narratives for conceptual level cost estimate.

Task 2 – Conceptual Site and Building Design for New Construction at 18 Industrial Drive

The goal of this task is to establish a conceptual site and building plan for a new facility on the 18 Industrial Drive site, assuming full demolition of the existing building.

- 1.5 Develop conceptual site and building layouts for review with the Town for new construction on the 18 Industrial Drive Site.
- 1.6 Utilize demolition cost figures based on information obtained by the Owner's Project Manager.
- 1.7 Develop a narrative for Mechanical, Electrical, Plumbing, Fire Protection, and technology systems for cost estimate.
- 1.8 Compile pricing set of drawings and narratives for conceptual level cost estimate.

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Task 3 - Conceptual Order of Magnitude Cost Estimates

- 5.6 Conceptual Level Design Cost Estimates: Order of Magnitude cost estimates shall be developed for both alternatives to allow comparison and analysis. The consultant shall utilize the services of an independent cost estimator to review the cost estimates to verify general concept estimates. The cost estimates shall be based on quantity take-offs from the plans and unit pricing from recent DPW construction projects, and shall identify potential soft costs associated with the project including design contingencies, construction contingencies, architectural and engineering design fees, FF&E costs, moving and other owner costs, and inflation. All costs shall be projected to the anticipated mid-year of construction.

Task 4 – Summary Report and Presentation Support

- 6.1 The consultant shall prepare a summary report of the design and cost estimates. The consultant shall prepare presentation material as needed and assist the Town with presenting the project to the appropriate Town committees, Town boards, Town Meeting, and other interested parties. Presentation materials are to include colored conceptual building and site plans, conceptual 3D site modeling, and Power Point presentations and handouts.

Task 5 – DEP Required Environmental Reporting – Year One

See attached Scope of Work developed for this Task

SCHEDULE – Alternates Analysis and Cost Estimates:

Conceptual Design – Three Weeks

Order of Magnitude Cost Estimate – Two Weeks

Cost Estimate Independent Review – One Week

Prepare Report/Summary – One Week

Design and Cost Estimate Summary/Report Proposed to be Complete by:

November 6, 2017

SCHEDULE – Environmental Reporting:

Ongoing – Per DEP Reporting Deadline requirements

Town of Holden
New Public Works Facility
Scope of Services – Alternatives Analysis
and Order of Magnitude Cost Estimates

85 Devonshire Street, 3rd Floor, Boston, MA 02109
Tel: 617.412.4480

September 18, 2017

FEE OF SERVICES

Proposed Conceptual Design and Estimate Fees

Task 1	Conceptual Design - Renovation	\$4,000
Task 2	Conceptual Design - New Construction	\$6,000
Task 3	Construction Cost Estimates	\$4,000
	Independent Estimator Review	\$8,000
Task 4	Presentation Support	\$3,000
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Total Tasks 1-4		\$25,000

Proposed Environmental Reporting Fees

Task 5	Year one of DEP Required Environmental Reporting	\$23,000
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September 14, 2017

Mr. Gary Kaczmarek
Town of Holden
1196 Main Street
Holden, MA 01520

Re: Scope of Work and Cost Estimate
MCP Site Work
Former Reed-Rico Facility
18 Industrial Drive
Holden, MA
RTNs: 2-12028, 2-12031 & 2-13658

Dear Gary:

Weston & Sampson Engineers, Inc. (Weston & Sampson) is pleased to submit this Scope of Work and Cost Estimate for the completion of Massachusetts Contingency Plan (MCP) activities at the above-referenced property (the "Site"). The MCP activities are associated with Release Tracking Numbers (RTN) 2-12028, 2-12031 and 2-13658 pertaining to releases of volatile organic compounds, petroleum and metals at the above-referenced location.

The site has been an active disposal site since the initial reporting of a release condition to the Massachusetts Department of Environmental Protection (MassDEP) in 1997. Since that time, numerous investigations have been undertaken and reports have been submitted to MassDEP. The Site currently has three (3) Temporary Solutions filed for the 3 distinct release areas on the property. To maintain compliance with the Massachusetts Contingency Plan (MCP), routine monitoring of site conditions and report filings must be completed throughout the calendar year.

As noted, the property has three disposal sites, the Oil Filtration Room, the Western Area and the Southern Area.

For the Town to stay in compliance with applicable regulations, this work must continue uninterrupted. Therefore, we have prepared this scope of work to maintain those actions and MCP compliance.

SCOPE OF WORK

Site Assessment Activities

As part of the Temporary Solutions [originally filed as Class C Response Action Outcome (RAO) Statements] on file for each site, regular site activities are required during each six-month period. All three RTNs are currently on the same reporting and field activity schedule.

Our proposed scope of work includes the continuation of historical activities completed at the since the filing of the Temporary Solutions.

Oil Filtration Room (OFR)

Regular activities conducted at the OFR include periodic gauging of perimeter monitoring wells and basement floor and wall holes, and manual non-aqueous phase liquid (NAPL) recovery.

Weston & Sampson will perform periodic OFR perimeter well gauging and manual NAPL recovery activities on 6 wells located in this area. Any NAPL identified will be purged and placed into drums. We will arrange for the delivery of new drums (we assume the old drums have been removed with the transfer of the property) to be placed in the basement of the OFR consistent with historical practices. The floor cores in the basement of the OFR will be gauged and checked for the visual presence of NAPL during the periodic Site visits. Manual recovery of NAPL via portable vacuum may be completed as necessary for those holes exhibiting visual evidence of NAPL; the sump will also be monitored for the presence of NAPL and manual recovery will be performed as needed. Any NAPL

recovered from the floor cores during each event will be placed in the drums pending off-site disposal. In addition to the manual recovery of NAPL from the floor cores, absorbent socks and pads will be monitored and changed as necessary.

These activities will be conducted 4 times per year, or once per quarter.

Western Area (WA)

This area does not require much activity during each reporting period with only semi-annual groundwater monitoring conducted on a few monitoring wells.

Weston & Sampson will perform semi-annual groundwater gauging and sampling rounds of WA wells MW-203, MW-204 and MW-205. The samples will be laboratory analyzed for extractable petroleum hydrocarbons (EPH) with target polycyclic aromatic hydrocarbons (PAHs) and dissolved metals (arsenic, barium, and total chromium). Groundwater sampling events will be staggered to collect groundwater samples during periods of high and low water tables.

Monitoring wells will be sampled using EPA low-flow purging and sampling protocols with a peristaltic pump and dedicated polyethylene tubing. A multi-meter with a flow-through cell will be used to monitor groundwater parameters (DO, pH, temperature, specific conductance (SC), and oxidation-reduction potential (ORP)) and turbidity. Once stable readings are achieved, groundwater samples will be collected from the wells and preserved using the appropriate laboratory containers. The samples will be placed on ice pending transport under chain of custody to the ESS Laboratory in Cranston, Rhode Island.

We also recommend disposal of the oil drums at the end of each year. For this proposal, we have assumed the generation of one 55-gallon drum of oily water and associated coordination and disposal paperwork preparation.

Southern Area (SA)

This area does not require much activity during each reporting period with only post-injection groundwater monitoring conducted on several monitoring wells. As you are aware, the previous owner's consultant recently submitted a Release Abatement Measure (RAM) Completion Report detailing the results of the remedial injection program undertaken in the last couple of years. As is required by regulation, post-injection groundwater monitoring is required following the completion of any injection program for a stipulated length of time depending on site conditions. Since the program just recently ended, it is unclear how long that time frame will be for the SA. However, as more data are collected and analyzed, a definitive time frame may be ascertainable.

Weston & Sampson will perform semi-annual groundwater gauging and sampling rounds of SA wells MW-202SA, GZ-307OW, GZA-308OW, GZ-402OW and GZ-303OW. The samples will be laboratory analyzed for EPH with target PAHs and volatile petroleum hydrocarbons (VPH) with target volatile organic compounds (VOC). Groundwater sampling events will be staggered to collect groundwater samples during periods of high and low water tables.

Monitoring wells will be sampled using EPA low-flow purging and sampling protocols with a peristaltic pump and dedicated polyethylene tubing. A multi-meter with a flow-through cell will be used to monitor groundwater parameters (DO, temperature, SC, and ORP) and turbidity. Once stable readings are achieved, groundwater samples will be collected from the wells and preserved using the appropriate laboratory containers. Groundwater will also be monitored to assess the presence of residual hydrogen peroxide from the injections events using Lamotte® test strips (range 0, 15, 20, 50 and 90); pH will also be measured using a dedicated pH tester. The samples will be placed on ice pending transport under chain of custody to the ESS Laboratory in Cranston, Rhode Island.

MCP Report Preparation

Post Temporary Solution Status Reports for the OFR, WA, and SA Sites must be submitted semi-annually to MassDEP. Weston & Sampson will prepare and submit the Post Temporary Solution Status Reports as one document. Reports have typically been submitted to MassDEP in April and October each year. We anticipate keeping that schedule once we get up and running; with the town's recent taking of the property, it is unlikely that the schedule will allow for an October 2017 submittal, but we will endeavor to complete the work as soon as practical we are granted approval of this scope of work.

Prior to submittal to MassDEP, we will provide you with a DRAFT report for your review and comment. We will also coordinate with you to setup your eDEP account, MassDEP's electronic database, prior to the submittal of both documents if you currently do not have an eDEP account.

We will also prepare Tier II Extension and/or Transfer documents as required to be ready to continue response actions at the site. It should be noted that these documents are not required to continue the monitoring and gauging activities proposed herein as monitoring activities are not considered response actions. Valid Tier II Permits will be required once the Town decides to proceed with response actions at the site. There is a 45-day lead time to file the Tier II Permit Extension documents. Response actions include active remedial activities such as soil excavation or addition injection treatment rounds.

COST ESTIMATE

Our fees for the above described services will be billed monthly on a time and materials basis using our standard rates and terms. Weston & Sampson developed the scope of work outlined herein and estimates the total cost for completing the above-described scope of work in the preceding sections for a period of one year is approximately \$23,000. Expenses and subcontractors will be billed at cost plus a 5% markup.

NOTICE TO PROCEED

We look forward to the opportunity to work on this project. If you have any questions on this scope of work, please do not hesitate to contact Kenneth Gendron at (508) 479-2924 or gendronk@wseinc.com. Please sign the Notice to Proceed below and email to parnasj@wseinc.com if this proposal is acceptable to you.

Sincerely,
WESTON & SAMPSON ENGINEERS, INC.



Frank M. Ricciardi, PE, LSP
PG, LSP
Vice President



Kenneth J. Gendron,
Project Manager

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