



MEMORANDUM

To: Sean Reese, Director – Department of Public Works

From: Ali Parand – AP Associates, Inc.

Date: July 1, 2020

Re: Greensand Filtration Facility for Well No. 5 – Progress Report for June 2020

The intent of this progress memorandum is to provide a Project update since the 60% Progress Meeting that was held on Wednesday, May 20, 2020. The following is a summary discussion:

1. **Project Schedule:** The Project design phase is progressing according to the anticipated schedule. The 60% Progress Documents were delivered to Holliston Department of Public Works (DPW) on May 20, 2020 and a project meeting was held to discuss the design components. A Progress Report was submitted to the DPW on June 1, 2020 which summarized key discussions and decisions. The design progression is at about the 70% completion stage.

The following project schedule has been established and is being used as a guide.

- a) **Design Completion (100%):** October 2020.
- b) **Bidding and Contract Award:** November 2020 through February 2021
- c) **Construction Start:** Spring 2021
- d) **Construction Completion:** Summer 2022
- e) **Keys to maintaining schedule:**
 1. Obtaining final decisions related to the addition of a fire protection sprinkler system and a second bathroom for male/female code compliance.
 2. Obtaining necessary local permits without any issues or delays.
 3. Deciding the funding mechanism (SRF vs. local).
 4. Obtaining MassDEP Project approval.

Detailed discussions for key elements are as follow:

1. AP Associates, Inc. (APA) contacted Chris Canney, Holliston Inspector of Buildings and provided a 60% complete set of progress drawings and specifications for review. According to the Building Inspector, the proposed facility requires a sprinkler system for fire protection and a second bathroom to comply with male/female code requirements. The Project Team has discussed these issues with a project code Consultant and has gathered supporting information for further discussions with the Holliston DPW.

APA will issue a separate summary memo regarding this for review by the Holliston DPW prior to making a final decision.

2. The Project Team is in the process of completing the Notice of Intent (NOI) for filing with the Holliston Conservation Commission in July. Submittals to the Planning Board for Site Plan Approval and to the Holliston Board of Health for septic system approval are anticipated for late July or early August.
 3. Holliston is considering reapplying for SRF funding. The schedule associated with SRF has critical milestones. The priority list of approved projects is normally issued in January. If the project is approved for SRF funding, the Project's bidding phase would have to be postponed in coordination with SRF follow up requirements.
 4. APA submitted the 60% Progress Documents to MassDEP for preliminary review and comments. MassDEP has reviewed them and provided a list of questions and comments. APA is in the process of reviewing and responding to the questions and comments. The 60% progress review by MassDEP and resolution of its comments should reduce potential major comments and issues at project completion.
2. **Project Cost:** Holliston is seeking an updated project cost estimate to support borrowing options. At the 60% progress design stage the design documents lack complete details needed for an accurate and reliable cost estimate. The Project Team will provide an opinion of probable construction cost once the design has progressed to include these additional details. For now, Holliston will use the previous estimate of \$8,375,000. The following are notable factors related to the project cost:
- a) The previous estimate was prepared in 2018 and has to be updated to account for inflation to 2021 and 2022 actual construction year.
 - b) The addition of a sprinkler system and a second bathroom will increase the project cost.
3. **Upcoming Design Activities:**
- a) Meet with DPW for further discussions related to the sprinkler system and second bathroom.
 - b) Obtain a final decision, and if necessary, prepare a contract amendment for the design of the sprinkler system and second bathroom.
 - c) Meet with the Town Planner and the Board of Health Agent to discuss project permits.
 - d) Continue to include any additional comments from the Holliston DPW, MassDEP and others into the design documents.
 - e) Submit the NOI to the Conservation Commission and the application packet to the Holliston Planning Board and Board of Health.
 - Coordinate with the Board of Health Agent for two test pits and percolation tests for the septic system design and permitting.
 - f) Prepare a probable construction cost estimate.

- g) Continue working toward completion of design.

4. **Specific Discussions:**

- a) Project design is progressing to include comments received from the Holliston DPW at the 60% progress meeting.
- b) Currently, the 60% Progress Specifications do not include SRF related boilerplate sections. These can be included if and when Holliston is approved for the funding. For the moment, no changes relative to SRF funding will be made to the front-end documents of the specifications.
- c) PFAS water quality test data will be submitted to the Project Team once available.
- d) The DPW decided that it wants to install an aerator as part of the WTP design. Project documents are being revised to reflect this. The addition of the aerator is estimated to increase the construction cost by about \$100,000.
- e) Well No. 5 pump station needs considerable renovation (leaky hatch and roof, structural issues, exhaust fan and louver replacement.). The Project Team is considering demolishing the building completely as a cost-effective option. The Project Team will consult with MassDEP on this option.
- f) The Holliston DPW will arrange for a backhoe and operator to dig test pits and perc holes for the septic system design. The Project Team will coordinate this effort with the DPW. The Project Team anticipates digging test holes and performing perc tests in late July.
- g) The Project Team visited the Foundry to identify potential upgrades to the existing SCADA system to receive additional inputs / outputs from the new WTF. According to Holliston's current SCADA integrator, the software updates, the license renewal, and work at other facilities may be required. Considering the additional necessary upgrades to the system-wide SCADA system, it was proposed to the Holliston DPW to perform the upgrades independent of the water treatment project.
- h) APA met with John Cronin, Chair of the Select Board and Sean Reese to discuss project schedule, construction cost estimate and funding. John expressed concerns regarding the expected completion schedule of Summer 2022. The process of applying for previous SRF funding and waiting for a decision from the State had contributed to some delays. Sean will prepare and submit an SRF application in August 2020 at the previously approved funding amount of \$8,375,000 for now. APA may have a 60% progress design probable construction cost estimate by then. APA indicated that design progression and completion of permitting phase will provide additional details for preparing a probable construction cost estimate. Discussed the Building Inspector's requirements for a sprinkler system and a second bathroom and the impact to the project cost. John suggested that the Project Team provide documentation on these issues related to similar projects/facilities in Massachusetts in recent years.

- i) The Project Team continued preparation of the Notice of Intent for submittal to Holliston Conservation Commission.
- j) APA contacted Osterman Propane for communication and coordination to remove the existing 500-gallon propane tank at Well No. 5 pump station and to provide two new propane tanks and exterior propane piping for the proposed facility. According to Osterman Propane, there has been no propane delivery to Well No. 5 station since 2018. Osterman Propane can remove the existing tank at any time. APA to provide Osterman with a site plan and loading data for pipe sizing, and design of the vaporizer and regulators.
- k) APA contacted Eversource for communication and coordination to provide new primary service for the WTF and to maintain existing power service to Well No. 5 station during construction. The Project Team met with members of Eversource to discuss the 60% completed design for primary and secondary power and the most efficient routing for the primary service. It was agreed to save the cost for constructing a pad by using a pole mounted transformer. Verizon can install another pole near the existing pole for Eversource to mount the transformer. There will be underground duct banks between the new pole and the WTF building.

5. Progress Meetings:

- 1. Next meeting at 95% completion deliverable in late August or September

END OF MEMORANDUM