



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Lance Lewand, Chairman
Paul L. Rafuse,
Water Superintendent

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk
(978) 597-2212

Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING MINUTES
April 24, 2019 – 5:00 P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:25 P.M. at 540 Main Street.
- 1.2 Roll call showed members present: Chairman, Michael MacEachern (MM), Clerk, Todd Melanson, (TM)
Nathan Mattila was absent.
- 1.3 MM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None

II. MEETING BUSINESS:

- 2.1 Approve/Discuss proposal for engineering and construction services Amendment No.1 Main Street Water Replacement. Paul reported that the amendment was to cover the cost of the easement plans, Conservation Commission, construction administration fees etc. TM made a motion to accept the Tighe & Bond amendment for No1 Main Street replacement totaling \$56,000.00. MM seconded. Unanimous vote.

III. COMMISSIONERS UPDATES AND REPORT:

- 3.1 None

IV. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 4.1 None

ADJOURNMENT:

MM made a motion to adjourn the BOWC meeting, April 24, 2019 at 5:28 P.M. TM seconded. Unanimous vote.

Respectfully submitted,

Brenda Boudreau, Office Administrator

29-0354-05
April 17, 2019

Mr. Paul Rafuse, Superintendent
Townsend Water Department
540 Main Street
West Townsend, MA 01474

Re: **Proposal for Engineering and Construction Services Amendment No. 1
Main Street Water Main Replacement**

Dear Mr. Rafuse:

Tighe & Bond is submitting this request to provide additional engineering services on the Main Street Water Main Replacement Project. This amendment request is for the preparation of a water line easement located at 514 Main Street, additional permitting services, and for construction phase services. These services were not included in our original agreement for the project that was executed on June 8, 2018.

Project Description

The Main Street Water Main Replacement Project will include installing a new water main beneath Pearl Hill Brook between the Water Department's Main Street Pump Station and Main Street. The water main will be installed by horizontal directional drilling. During construction, a receiving pit is proposed to be located on the property of 514 Main Street to facilitate the directional drill. The pit will be approximately 10 feet by 10 feet in area and have an approximate depth of up to 10 feet. A temporary construction easement will need to be in place prior to the work being performed. The Water Department will need a permanent utility easement for the permanent location of the water main located on the private property at 514 Main Street.

Scope of Services

The following is our recommended Scope of Services for this amendment.

Task 1 – Preparation of Easement Plans

- 1.1 **Temporary and Permanent Easement** – Tighe & Bond will hire a licensed survey subconsultant to prepare a temporary construction easement and a permanent Plan of Land "Water Line Easement" for the water main proposed to be installed at 514 Main Street.
- 1.2 **Update Final Plan Set** – Tighe & Bond will coordinate with the sub-consultant on the preparation of the easements and will update construction plans accordingly with the easement information.

Task 2 – Conservation Commission Coordination

- 2.1 **Additional Correspondence** - At the public meeting held on March 27, 2019, the Conservation Commission requested that the meeting be continued until April 24, 2019 so that questions and comments on the project could be addressed. As requested by the Conservation Commission, Tighe & Bond prepared a letter on April 9, 2019 to address comments. The Conservation Commission also requested a site walk prior to the public meeting on April 24, 2019. This task includes additional

correspondence with the Conservation Commission, preparation of a letter addressing comments, preparation for and attendance at one additional public hearing to present the project and address any additional questions or comments.

Task 3 – Construction Administration

- 3.1 **Preconstruction Conference** – Assist the Water Department with conducting a preconstruction conference with the selected Contractor. Tighe & Bond will prepare a summary of the meeting and distribute to all attendees.
- 3.2 **Shop Drawing Review** – Review materials and equipment submittals and provide comments on their compliance with the design specifications. For this effort, we have included reviewing approximately 15 shop drawings including re-submittals.
- 3.3 **Requests for Information** – Review and respond to contractor requests for information.
- 3.4 **Payment Requests** – Review and prepare recommendations for partial payment to the contractor based on the progress of work. We have included four payment requests in our fee.
- 3.5 **Change Orders** – Review any change order requests from the Contractor and provide recommendations to the Water Department based on our interpretation of the contract documents. Prepare the paperwork for change orders as required.
- 3.6 **Record Drawings** – Review the original design drawings to include available as-built information provided by the Water Department, Tighe & Bond, and the Contractor. Tighe & Bond will provide the Water Department with two hard copies and an electronic copy of the completed record drawings.
- 3.7 **Periodic Site Inspections** - Conduct periodic construction field visits by members of the project team to observe construction activities, progress of construction, and address construction issues as they arise.
- 3.8 **Final Inspection** - Tighe & Bond will visit the project with representatives from the Water Department and Contractor to confirm that all Punch List items have been completed. Upon verification of completion of the Punch List, we will prepare a Certificate of Final Completion for execution by all parties.

Task 4 – Construction Observation

- 4.1 **Perform Construction Observation** – Tighe & Bond will provide up to 200 hours of construction observation on a part-time basis (approximately 3 days per week). Tighe & Bond will provide a construction observer to observe construction activities and record the general progress and quality of the work to determine whether the work is proceeding in accordance with the contract documents.

Engineering Fee

Tighe & Bond will perform the above listed services for a lump sum fee of **\$56,000** invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. The Terms and Conditions provided as part of our original agreement remain in effect.

For information purposes, the following fee summary provides the anticipated break out of the amendment fee. The summary is presented to provide the Water Department with a better understanding of how the fee was developed. Invoices will be submitted based on the total project fee and not the individual line items.

Engineering Fee Summary

<u>Tasks</u>	<u>Description</u>	<u>Budget</u>
1	Preparation of Easement Plans	\$5,000
2	Conservation Commission Coordination	\$4,000
3	Construction Administration	\$24,000
4	Construction Observation (based on 200 hours)	\$23,000
TOTAL FEE		\$56,000

Excluded Services

The following services have not been included in this proposal. If the Water Department requests any of these services to be provided, we will modify our proposal accordingly.

- Record the original plan at the Registry of Deeds
- Direct costs and expenses including recording fee(s), costs of reproduction of plans, and subcontracted service fees as required

Schedule

Tighe & Bond will proceed immediately upon authorization to proceed. The temporary construction easement will need to be in place prior to the start of construction. We estimate that the services listed in Task 1 will be completed within two weeks from authorization to proceed depending on the availability of the survey subconsultant.

If this proposal is acceptable, please sign below and return one signed copy to our office. If you have any questions or require any additional information, please contact either me or Louis Soracco at our office.

Very truly yours,

Tighe & Bond, Inc.



Thomas J. Mahanna, PE
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Louis A. Soracco, PE
Senior Project Manager
Tel: 508.304.6358
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Acceptance:

On behalf of the Townsend Water Department, the scope, fee, and terms of this amendment are hereby accepted.

Authorized Representative

Date

Board of Selectmen:

Sue Lisio, Chairman

Date

Cindy King, Vice Chairman

Date

Wayne Miller, Clerk

Date

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