



**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF THE BOARD MEETING ON
July 17, 2024**

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Authority Board Members

Thomas LeGrand
Chairperson

Rudy Vavra
Vice-Chairperson

Lawrence R. Knapp
Treasurer

Dale Borchert
Secretary

Jennifer Cannella

Ex-Officio Members

Eoin Wrafter
Commissioner
D C Dept of Planning & Development

Brian Scoralick
Executive Director
D C Soil & Water Conservation District

Legislative Liaison

Faye Garito
County Legislature

Staff

Michael J. Keating, P.E.
Executive Director

Jonathan Churins
Deputy Director / Asset Manager

Board Members Attending in Person

Tom LeGrand
Larry Knapp
Rudy Vavra

Staff Attending in Person

Mike Keating
Jessica McMahon
Jonathan Churins
Gary Banks
Rich Winchester
Pam Compasso
Mary Morris
Vanessa Kichline
Ed Mills
Daniel Hardman

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Dale Borchert

Ex-Officio Member Present

Eoin Wrafter – Commissioner of Planning & Development

Others Present via Video/Conference Call

Members of the Public in Person

Faye Garito – DC Legislative Liaison

Cody Nelson – DCWWA Maintenance Operator

Meeting Open – Introductions

The meeting opened at 4:36 p.m.

Tom LeGrand called the meeting to order and began with a roll call to identify those attending the meeting both in person and by video/conference call.

Public Comment

Chairman's Report

Tom LeGrand didn't have anything to report.

Approval of Meeting Minutes

Approval of Draft Meeting Minutes for March 27, 2024

Rudy Vavra made a motion to approve the Draft Board Meeting Minutes from the Meeting on March 27, 2024. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.07.A)**.

Approval of Draft Meeting Minutes for June 05, 2024 – Tabled

Approving Board Members not available.

Finance Reports

Approval of Warrant

The Warrant was provided to the Board, in the Board package.

Rudy Vavra made a motion to approve the Warrant as Presented. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.07.C)**

Operations Report

The Operations report was provided to the Board in the Board package. The Board did not have any questions.

Capital Projects Report

Tivoli Water Project Status

Mike Keating reviewed the project memo that was provided to the Board. He stated that the General Contractors are still working on completing their punch lists.

Tivoli Sewer Project Status

Gary Banks reviewed the project memo in the package. Notice of Award notifications were mailed to the successful General, Electrical, Plumbing, & HVAC Construction contract bidders on July 1st, 2024.

TVS Collection System Project Status

Vanessa Kichline stated that at this time TAM has completed all field activities except for hauling the excess sludge stored at the wastewater treatment plant. Crews are scheduled to remove sludge and clean the tank on Tuesday July 16th. The Authority has retained 5 % of the total project value to ensure that this work is completed satisfactorily.

Task Order Summary

Mike Keating stated that the task order summary is to notify the Board of all of the task orders that have been issued to the consultants that we are working with.

Community Projects

Mike Keating gave a brief update of the current open community projects.

Southern Dutchess Water Transmission Line –

Phase 2 report & SEQRA are progressing.

Peach Road/BOCES –

Authority staff have provided comments on the latest version of plans & specs to the design engineer. We are awaiting response back from the design engineer. Proceeding with procuring financing.

Crofton Mews –

Authority staff is progressing negotiating an updated/new MOU.

West Dorsey Extension –

A resolution is included in this month's packet that provides for the Authority to issue note and bonds not to exceed \$ 750,000 for the West Dorsey Water Main Extension Project, to provide water service to the recently created County Water District Zones of Assessment 028A & 028B in the Town of Hyde Park. The notes and bonds will be used to fund engineering, construction and contingency

for the project.

Authorizing Service Agreement Revenue Notes & Bonds for the West Dorsey Water Main Extension Project

Rudy Vavra made a motion to approve the Authorizing Service Agreement Revenue Notes & Bonds for the West Dorsey Water Main Extension Project. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.07.D)**

New for Consideration

Construction Estimating – Policies & Procedures

Recent bid results on the Tivoli Sewer Project were profoundly disappointing due to the increased expense over engineer’s Opinion of Probable Construction Cost (OPCC). In light of our ongoing efforts to manage and optimize water and sewer utility construction expenses, this memo present recent bidding results, reviews DCWWA’s current estimation standard, and proposes developing a Request for Qualification (RFQ) to engage with specialized estimation firms. This RFQ initiative aims to improve the accuracy and reliability of our cost estimates, ensuring that our projects are both cost-effective and within realistic range prior to bidding.

Tivoli Sewer Treatment Plant Bid Results:

Tivoli Sewer Treatment Plant Bid Results for the GC and EC were elevated over the Engineer’s OPCC on average by 50% as depicted in the below table. The design engineer indicated the OPCC was developed Fall 2023 using updated budgetary pricing received from equipment vendors early Fall 2023. The engineer’s OPCC was an AACE Class 1 Estimate tied to ENR Index 13486.09/2023 following DCWWA Estimation Policy.

	Engineer’s OPCC	Apparent Low Bid	Percent Difference
General Construction	\$9,586,000	\$14,748,075	+53.8%
Electrical Construction	\$863,000	\$1,437,900	+66.6%
Plumbing Construction	\$288,000	\$237,322	-17.6%
HVAC Construction	\$383,000	\$277,000	-27.7%
TOTAL	\$11,120,000	\$16,700,297	+50.2%

Numerous Engineering Firms and Municipalities have reported rapid escalation on similar sized treatment plant projects with increases ranging from 35-85%. For reference, results received by firms progressing less specialized pipe projects appear to be observing less escalation and more price stability.

Standard:

The attached estimation standard is utilized by DCWWA staff and consultants to develop construction estimates. The standard was originally developed around 2007. Following research and training, staff propose to review and update the standard to match current practices.

Training:

We propose to send staff for training on how to develop, perform, and manage construction estimates.

RFQ:

We propose to develop an RFQ to identify and select qualified estimation firms with proven experience in water and sewer utility construction. The selected firm(s) will assist in refining our cost estimates, providing detailed analysis and recommendations leading up to the bidding phase.

RFQ Background:

Accurate cost estimation is critical to the successful execution of our water and sewer utility projects. It helps in:

- Planning and budgeting effectively
- Mitigating financial risks
- Ensuring competitive and fair bidding processes

Given the complexities and scale of our projects, leveraging the expertise of professional estimation firms will enhance our capabilities in this area.

Proposal:

We propose to develop an RFQ to identify and select qualified estimation firms with proven experience in water and sewer utility construction. The selected firm(s) will assist in refining our cost estimates, providing detailed analysis and recommendations leading up to the bidding phase. The implementation would be similar to the Engineering Task Order Contract Program providing staff with the flexibility to evaluate and manage projects. Firm qualifications expectations will align with ACCE Estimation Guidelines, of estimating references such as ENR Costing Index, and use RS Means.

Scope of Work:

The RFQ will seek firms capable of:

- Conducting thorough cost analyses for upcoming projects
- Providing detailed and itemized cost estimates
- Assisting in the development of bid documents
- Advising on cost-saving measures and value engineering
- Ensuring compliance with industry standards and regulatory requirements

Benefits:

Engaging qualified estimation firms will:

- Enhance the accuracy of our project cost estimates
- Improve our budgeting and financial planning
- Ensure more competitive and fair bidding processes
- Increase the likelihood of project success within the approved budget

Next Steps:

Staff propose the following steps will be undertaken:

1. Development of the RFQ document outlining the scope, criteria, and submission requirements.
2. Distribution of the RFQ to a targeted list of potential estimation firms.
3. Evaluation of submitted qualifications and selection of the most suitable firm(s).

Conclusion:

We believe that this initiative will provide an alternative to engineering estimates, significantly enhance our project estimation process, leading to better financial outcomes and successful project delivery.

Executive Session:**Motion to Adjourn:**

At 5:19 pm Rudy Vavra made a motion to adjourn. This was seconded by Larry Knapp, a roll call vote was taken, voted on and passed unanimously.

The next Board Meeting will be on Wednesday, August 21, 2024, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. **(2024.07.A) Approval of Draft Meeting Minutes for Meeting on March 27, 2024**
2. **(2024.07.B) Approval of Draft Meeting Minutes for Meeting on June 5, 2024 - TABLED**
3. **(2024.07.C) Approval of Warrant**
4. **(2024.07.D) Authorizing Service Agreement Revenue Notes & Bonds for the West Dorsey Water Main Extension Project**
5. **(2024.07.E) Open Executive Session**
6. **(2024.07.F) Close Executive Session**