



To: Board Members

Date: May 7, 2021

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, May 13, 2021 @ 9:30 a.m.
Board Room, 475 Norris Drive**

AGENDA ITEMS:

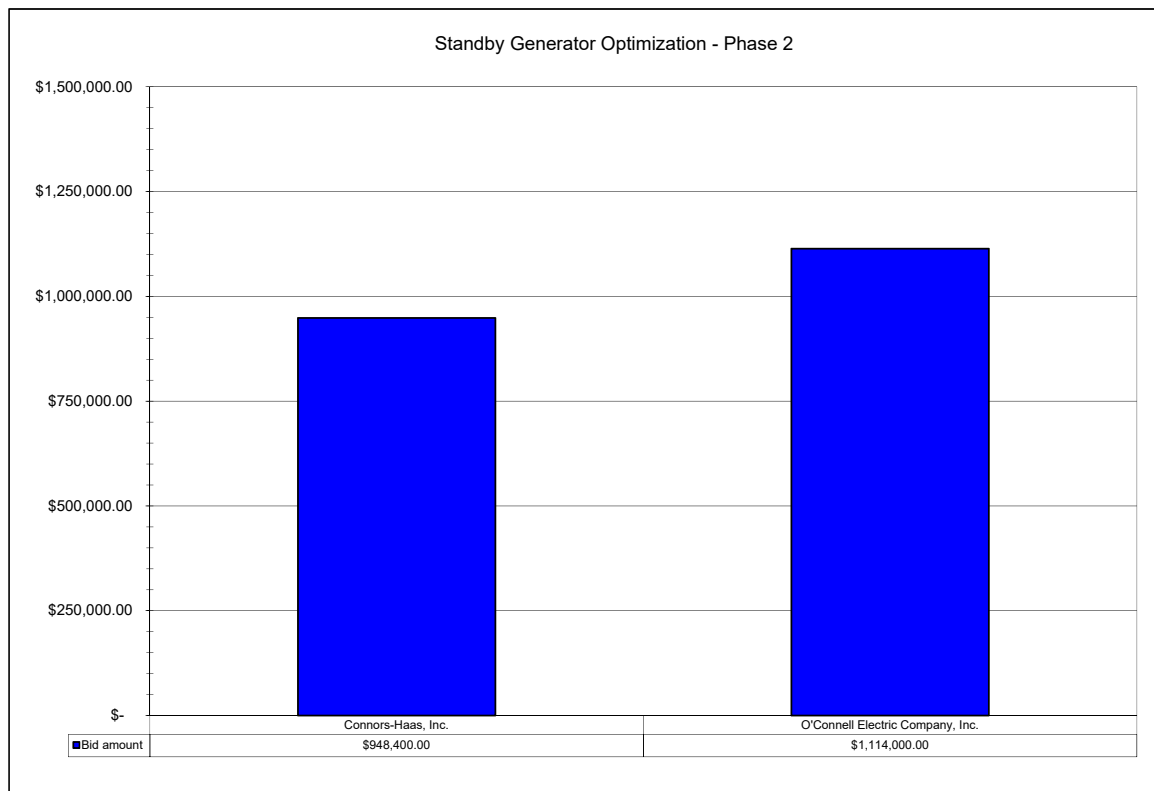
1. Personnel Items:

- Appointment of Stephen Trotta to the title of Director of Operations. Mr. Trotta has been with the Water Authority for over 39 years and has an in-depth knowledge of the Facilities, Fleet Maintenance & Operations Department. He assumed the duties of Director shortly after the retirement of Ray Benshoff last September, and has demonstrated he has the expertise and leadership competencies to merit this promotion. See memorandum, enclosed.
- Provisional Appointment of Samuel Lana to the title of Distribution Manager in the Operations Department. Mr. Lana has been a member of this department for 30 years, and a crew foreman for the past 17. He has a vast knowledge of the installation and operation of the Authority's water distribution system, and his time as foreman has provided him with the management skills necessary for this position. See memorandum, enclosed.
- Promotional Appointment of Nicholas Taccone to the title of Utility Worker in the Finance & Business Services Department, Meter Services unit. Over the past two years, Mr. Taccone has been working with the Large Meter Group and developed a good understanding of the Utility Worker role. Dependability and productivity characterize his work ethic, and he will be a valuable addition to the Large Meter Group. See memorandum, enclosed.
- Provisional Appointment of Jessica Schwallie to the title of Engineering Technician in the Engineering Department. Ms. Schwallie will be filling a current vacancy in the Construction Section. She is a recent graduate of SUNY Polytechnic Institute with a Bachelor's Degree in Civil Engineering. She interviewed well and has the skill set necessary to perform the duties of this position. See memorandum and employment application, enclosed.
- Appointment of Alex Bresovski to the title of Senior Network Technician in Finance & Business Services' Information Technology Group. Mr. Bresovski has experience in I.T. and the public sector, having worked the past six years for Monroe County as a Network Administrator. He interviewed favorably and is reachable on the Civil Service list for this title. See memorandum and employment application, enclosed.

- Provisional Appointment of Kimberleigh Martin to the title of Communications Aide. Ms. Martin earned a Bachelor's Degree in Business Administration from the College of Notre Dame in Maryland. Most recently, she served as Operations Manager for the Lyric Theatre of Rochester. She brings extensive experience in public relations, management, and organizational abilities. She interviewed favorably and will be a great asset to the Authority. See memorandum and employment application, enclosed.
2. There is an item on the Agenda for approval of updated Salary Schedules for Seasonal Laborers. These are being revised to keep pace with minimum wage escalation in hiring of college students for seasonal employment. The Schedule is enclosed for Board review.
 3. There is an item on the Agenda to authorize the purchase of water service materials to be utilized for an Engineering project.
 4. There is an item on the Agenda to authorize a unit price purchase contract for corrosion protection materials. These items will be utilized by the Operations and Engineering Departments.
 5. There is an item on the Agenda to authorize use of Monroe County Contract for the procurement of Automotive Parts and Supplies from Nu-Way Auto Parts through the contract period ending April 30, 2022.
 6. There is an item on the Agenda to authorize the purchase of automotive lubricants including motor oils, gear oils, transmission fluids, grease, and other similar lubricants, utilizing the Monroe County Contract. Materials will be purchased as needed and used by the Production and Operations Departments.
 7. There is an item on the Agenda to authorize an amendment to the Agreement for Professional Consulting Services ("Agreement") with Barton & Loguidice, DPC for the Asset Management Software Consulting Services Project. Barton & Loguidice was hired in 2019 to assist with evaluating and updating the MCWA's Maximo Asset Management Software program. Converting the program to a Software-as-a-Service ("SaaS") version was determined to be the most cost efficient, long-term solution. Conversion to the SaaS of Maximo, however, was not included in the original scope of services. The proposed amendment to the Agreement is for the additional services necessary to complete the conversion to the SaaS version of Maximo. The proposed amendment also includes an allowance for additional training and consultation for MCWA employees on the new Maximo SaaS program, to be provided on an as-needed basis.

8. There is an item on the Agenda to authorize Change Order No. 1 to Commodity Purchase Order No. 2254-1 with Eurofins Eaton Analytical, LLC for laboratory analytical services in the amount of \$32,500. Revisions to regulatory requirements presented in Title 10 of the New York Code of Rules and Regulations, Part 5, Subpart 5-1, Public Water Systems, increased the number of samples required to be analyzed for select constituents including 1,4-Dioxane, Perfluorooctanesulfonic Acid (PFOS), Perfluorooctanoic Acid (PFOA), and various water quality parameters associated with lead and copper compliance monitoring. This change order increases the quantities of these select constituents to be analyzed in order to comply with the revised regulatory requirements. There is no change to the unit prices for analytical services, which were established in 2017.

9. There is an item on the Agenda to award a contract for the Standby Generator Optimization - Phase 2 Project. This contract includes installation of a new 1500-kW generator at the Lake Water Pump Station, and switchgear automation and controls improvements at the Lake Water Pump Station and Webster Water Treatment Plant. There were two responsive bids submitted. Our recommendation is to award this unit price contract to Connors-Haas, Inc. for the bid amount of \$948,400.



10. There is an item on the Agenda to authorize the Executive Director to enter into a Professional Services Agreement with Ramboll Americas Engineering Solutions, Inc.

("Ramboll") to provide professional engineering services for the Joint System Corrosion Control Treatment Study Project ("Project"). Due to the exchange of water between the Authority and City of Rochester ("City") systems, the Project is being implemented jointly with the City.

The services to be provided under this Project will provide assistance to the Authority and City for compliance with anticipated regulatory changes associated with the impending Lead and Copper Rule Revisions from the United States Environmental Protection Agency. The purpose of the Project is to develop an optimum corrosion control treatment ("OCCT") strategy that will satisfy the needs of the Authority and the City and to confirm that areas where water is blended between the two systems are not adversely impacted by proposed treatment improvements at either's facilities. The Project also includes development of OCCT strategies for those areas of the Authority and City systems where water is not blended.

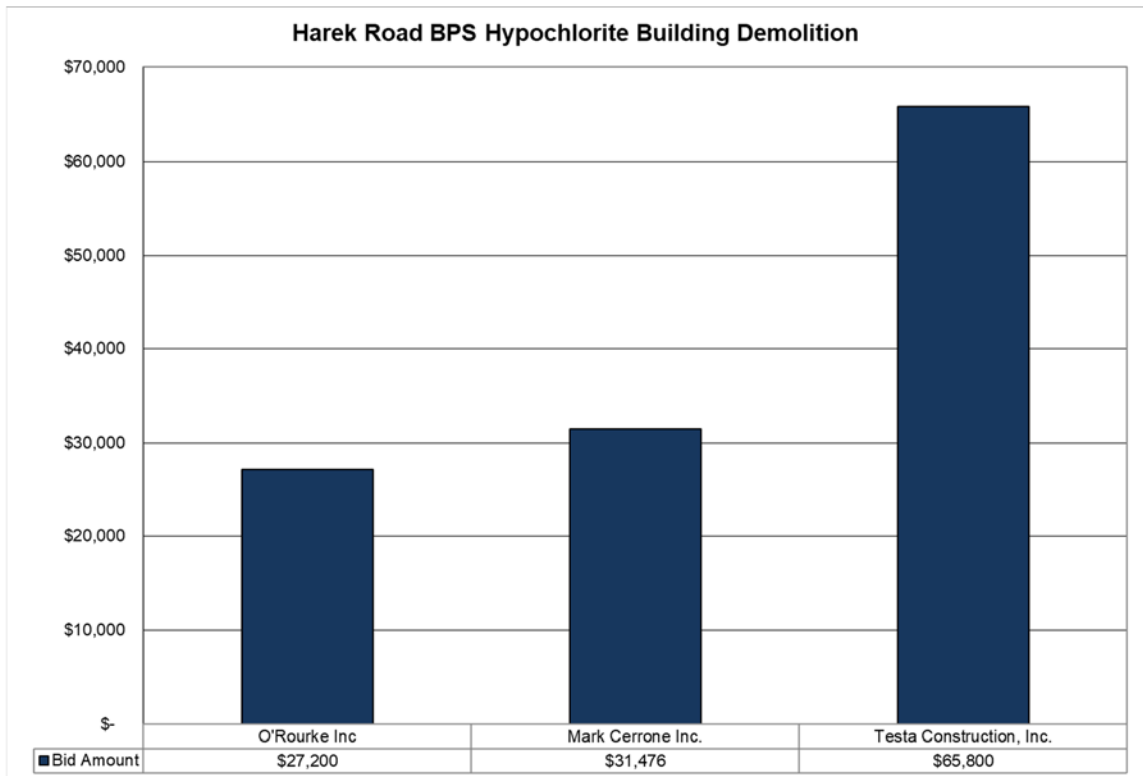
The Request for Qualifications for the Project was advertised on the Authority's website. Statements of Qualifications ("SOQ") were received from six firms. The SOQs were reviewed jointly by the Authority and City selection committees. Based upon the review, three firms were short-listed and asked to submit Proposals. Two proposals were received (one of the three short-listed firms ultimately declined) and again reviewed jointly by the Authority and City selection committees. After review of the qualifications submitted, the selection committees selected Ramboll for the Project.

The services to be provided by Ramboll include tasks to be conducted jointly for the Authority and City and tasks to be conducted independently for each organization. Initially, it is anticipated that the costs for the joint tasks will generally be shared equally between the Authority and City. However, it may be necessary to negotiate minor adjustments in the cost sharing percentages with the City for these joint tasks as the Project progresses, depending upon the results of the various evaluations and studies that are completed. A memorandum of understanding, or similar document, addressing cost sharing with the City will be prepared prior to the start of the Project. The costs for the tasks to be conducted independently for the Authority and City will be borne solely by either organization, as appropriate.

We recommend Ramboll be awarded the contract for this Project for the budget amount of \$432,000.

11. There is an item on the Agenda to award a contract for the Harek Road BPS Hypochlorite Building Demolition project. This project includes the demolition and abatement of the auxiliary 213 SF Hypochlorite Building adjacent to Harek Road Booster Pump Station located at 1 Harek Road in the Town of Gates.

There were three bids submitted. Our recommendation is to award this project to the low responsive, responsible bidder, O'Rourke, Inc., in the bid amount of \$27,200.



- 12. There is an item on the Agenda to award a contract for the Metal Standing Seam Roof Replacement at the East Side Operations Center. The project involves the removal and installation of the metal standing seam roof, adjacent metal wall panels, and main entrance sign.

There were three bids submitted; two of the bids contained errors and were deemed non-responsive. Our recommendation is to award this work to the lowest responsive, responsible bidder, RMG Custom Metal, in the bid amount of \$69,050.

- 13. There is an item on the Agenda to renew the Water Authority's annual membership with Greater Rochester Enterprise.
- 14. There is an item on the Agenda to enter into a Professional Services Agreement with Occupational Safety On Site, Inc. to provide Annual On-Site Hearing Tests for MCWA employees. Proposal enclosed for Board review.
- 15. There is an item on the Agenda to authorize the award of a Professional Services Agreement for Penetration Testing Services to identify and evaluate any

vulnerabilities on all MCWA networks. See enclosed memorandum from Justin Moore.

16. There is an item on the Agenda to authorize the use of the New York State Contract for the annual renewal of Autodesk AutoCAD licensing and maintenance. This software is a design and drafting tool used by various members of our Engineering Department and others to prepare and review construction and design drawings. It is also utilized in the preparation and management of the Authority's Geographic Information System (GIS), which shows the location of our underground facilities.

AUDIT COMMITTEE REPORTING

17. The Authority's Audit Committee met on May 6, 2021. Per their review and recommendation, there are resolutions for the following items, information for which is enclosed for full Board review:
 - Authorize a Professional Services Agreement with M&T Insurance Agency, Inc. for placement of General Insurance Coverage, to serve as Broker of Record, and for provision of Risk Management Services for a term of one year.
 - Authorize M&T Insurance Agency, Inc. to place various insurance coverages and to obtain quotes for Excess Liability. Furthermore, direct M&T Insurance Agency, Inc. to obtain quotations for additional Excess Liability and Premises Pollution coverages.
18. The Authority's standard procurement compliance resolution.
19. There are items on the Agenda pertaining to the appointment of Board Members to serve on the Authority's Audit, Finance, Governance, and Compensation Committees.
20. There is an item on the Agenda to adopt the amended Model Plan for *Deferred Compensation Plan for Employees of MCWA*. Amended Plan enclosed for Board review.
21. There are items for approval of the Authority's 1st Quarter Investment Report for period ending March 31, 2021, and 1st Quarter Financial Report for period ending March 31, 2021. These reports are enclosed for Board review.
22. There is an item on the Agenda to approve a revision to the Authority's Purchasing and Procurement Guidelines. Revision enclosed for Board review.

There may be additional items placed on the Agenda not finalized for this mailing.

BOARD DISCUSSION/NOTIFICATION ITEMS

- In Board Folders for Review:
 - Routine Monthly Informational Reports and/or Updates

There may be additional items presented for discussion and/or notification.

NN/ka
Enclosures

cc: Executive Staff



To: Stephen Trotta Date: 05/04/2021
 From: Karin Anderson File: WA 042110
 Subject: **Recommendation for Bid Award** Copies:
May 13, 2021 Board Meeting

Bids were received on May 3, 2021, for **Corrosion Protection for Water Pipe**. This is a one year, unit price contract, based on estimated quantities, with the option to extend for up to four additional one-year terms upon mutual consent. The low responsive, responsible bidder is **Corrpro Companies, Inc.** in the amount of **\$17,697.30**.

We also received bids from:	Mesa Corrosion	\$19,512.90
	T. Mina Supply East	\$20,185.80
	Core & Main, LP	\$24,450.00

I recommend that the bid be awarded to the low responsive, responsible bidder.

/ka
Attachment: Bid tabulation

~~(Dis)~~ Approved by *Nicholas* 5/4/2021
 Department Head Date

~~(Dis)~~ Approved by *Karin Anderson* 5/4/2021
 Purchasing Manager Date

~~(Dis)~~ Approved by *Nicholas* 5/4/2021
 Executive Director Date

(Dis) Approved by _____ Date _____
 Executive Assistant/Board

May 4, 2021

**MONROE COUNTY WATER AUTHORITY
 BID ITEMS SUMMARY
 WA 042110 – CORROSION PROTECTION FOR WATER PIPE**

Req. 4198

Item No	Qty	Description	(1) CORRPRO COMPANIES	(2) MESA CORROSION	(3) T. MINA SUPPLY EAST	(4) CORE & MAIN, LP
1	150	17 lb High Potential Magnesium Anodes w/20' of #12 TW	\$11,010.00	\$12,750.00	\$12,487.50	\$15,000.00
2	30	48 lb High Potential Magnesium Anodes w/20' of #12 TW	\$5,631.00	\$5400.00	\$6,439.50	\$7,500.00
3	180	Royston Standard Handy Cap	\$603.00	\$900.00	\$702.00	\$1,080.00
4	180	25 CI Thermoweld Weld Metal for Cast & Ductile Iron Pipe	\$360.00	\$450.00	\$450.00	\$720.00
5	6	Roybond Primer Aerosol, 12 oz Cans	\$93.30	\$210.00	\$106.80	\$150.00
TOTAL			\$17,697.30	\$19,710.00	\$20,185.80	\$24,450.00
DISCOUNT			None	1% - 10	None	None
TOTAL			\$17,697.30	\$19,512.90	\$20,185.80	\$24,450.00



Monroe County Water Authority

Memorandum

To: Stephen Trotta
From: Karin Anderson
Subject: **Recommendation for Bid Award
May 13, 2021 Board Meeting**

Date: 05/04/2021
File: WA 042109
Copies:

Bids were received on May 3, 2021, for **Water Service Materials** to be utilized on an Engineering Project on Commerce Drive in the Town of Henrietta. The low responsive, responsible bidder is **Core & Main, LP.** in the amount of **\$15,935.06.**

We also received bids from:	Blair Supply	\$16,195.95
	T. Mina Supply East	\$18,174.40
	F.W. Webb Corp.	\$18,387.67

I recommend that the bid be awarded to the low responsive, responsible bidder.

/ka

Attachment: Bid tabulation

~~(Dis)~~ Approved by *Richard A. ...* 5/4/2021
 (S) Department Head Date

~~(Dis)~~ Approved by *Karin Anderson* 5/4/2021
 Purchasing Manager Date

~~(Dis)~~ Approved by *Richard A. ...* 5/4/2021
 Executive Director Date

(Dis) Approved by _____
 Executive Assistant/Board Date

May 4, 2021

**MONROE COUNTY WATER AUTHORITY
 BID ITEMS SUMMARY
 WA 042109 - WATER SERVICE MATERIALS**

Req. 4197

Item No	Qty	Description	(1) BLAIR SUPPLY	(2) T. MINA SUPPLY EAST	(3) F.W. WEBB CORP	(4) CORE & MAIN, LP
1	14	10" x 6" MJ Anchor Tee	\$4,617.62	\$4,833.50	\$4,804.52	\$4,452.00
2	1	10" x 4" MJ Tee	\$236.31	\$247.35	\$249.76	\$228.00
3	1	10" Foster Adapter	\$211.55	\$223.45	\$197.15	\$191.53
4	1	4" Foster Adapter	\$84.82	\$90.50	\$77.29	\$83.11
5	3	10" x 11-1/4" MJ Bend	\$518.13	\$542.25	\$558.45	\$503.64
6	109	10" PVC Retainer Gland	\$7,039.22	\$8,245.85	\$8,180.45	\$6,950.93
7	70	8" PVC Retainer Gland	\$2,447.90	\$2,800.00	\$2,999.50	\$2,473.10
8	40	6" PVC Retainer Gland	\$945.20	\$1,080.00	\$1,192.40	\$954.80
9	5	4" PVC Retainer Gland	\$95.20	\$111.50	\$128.15	\$97.95
TOTAL			\$16,195.95	\$18,174.40	\$18,387.67	\$15,935.06