

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director

DATE: October 27, 2011

FOR AGENDA: November 3, 2011

SUBJECT: Extension of the agreement with Princeton Hydro for engineering services to complete revisions to the engineering plans for removal of the Bristol Middle Street dam in response to ConnDOT comments

On June 2, 2011, you authorized acceptance of a \$164,500 CT DEEP grant for completion of the engineering plans for the removal of the Middle Street Dam in Bristol. Removal of the dam was found desirable and feasible based on the consultant's prior work on this project (see:

http://www.ccrpa.org/environment/dam/Middle_St_Dam_Removal_Feasibility_Report_wAppendicesFinal_20101223.pdf and

http://www.ccrpa.org/environment/dam/PH_MiddleStreetDamRemoval_FinalPlans20101223.pdf).

Since completion of the feasibility analysis and revised engineering plans, we have received a second set of comments from ConnDOT, and have reviewed them with our consultant, Princeton Hydro. Princeton Hydro advises that the work required to respond to ConnDOT's comments should be able to be completed within the cost parameters of the grant.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board authorize the Executive Director to execute the attached letter of agreement to extend the Agency's engineering contract with Princeton Hydro to complete the modifications of the Middle Street dam removal plans to respond to ConnDOT's comments and to file applications for the required construction permits.

Discussion

The Agency has been working with Princeton Hydro for the past couple of years to determine whether to remove the Bristol Middle Street dam on the Pequabuck River, and plans have been prepared to accomplish that task. ConnDOT has reviewed the plans and requested a number of plan modifications. Princeton Hydro is ready to begin the plan modification work. We have a contract with Princeton Hydro to do the engineering and permitting for this project, and a grant from CT DEEP for \$164,500, which should be adequate to cover the costs. Any unused funds would go toward the eventual dam removal construction.

cc: Agency Board

Attachment: Princeton Hydro Contract Extension Letter of Agreement

October 24, 2011

*Scientists, Engineers &
Environmental Planners
Designing Innovative
Solutions for Water,
Wetland and Soil
Resource Management*

Francis R. Pickering
CCRPA Regional Planner
225 North Main Street, Suite 304
Bristol, CT 06010

**Re: Final Engineering Design, Permitting and Construction Observation
Middle Street Dam Removal
Pequabuck River
Bristol, CT**

Dear Mr. Pickering:

Princeton Hydro, LLC (Princeton Hydro) is pleased to submit the enclosed proposal to add Final Engineering Design, Permitting and Construction Observation Tasks to our current contract with the Central Connecticut Regional Planning Agency (CCRPA) to improve fish passage and the riverine environment through the removal of the Middle Street Dam on the Pequabuck River in Bristol, Connecticut.

The following scope of services describes the tasks proposed to complete final design modifications as per DOT and regulatory comments, the preparation of permit applications, and provide bidding assistance and construction observation services:

1.0 Project Management

1.1 Project Meetings

It is anticipated that the Project Manager from Princeton Hydro will attend two (2) engineering design meetings with representatives of the Central Connecticut Regional Planning Agency (CCRPA), Pequabuck River Watershed Association (PRWA), Farmington River Watershed Association (FRWA), the Connecticut Department of Environmental Protection (CT DEP), to review modifications to the final design plans and to discuss the permitting and construction aspects of the project.

2.0 Field Work

2.1 Property Boundary Survey

Princeton Hydro's sub consultant, GM2, will conduct a property boundary survey of the properties within the area of proposed disturbance, inclusive of researching the titles for the subject properties. The results of this survey will be added to the final design plans.

Princeton Hydro, LLC

- 1108 Old York Road Suite 1, PO Box 720 Ringoes, NJ 08551 t. 908.237.5660 f. 908.237.5666
- 1200 Liberty Place Sicklerville, NJ 08081 t. 856.629.8889
- 120 East Uwchlan Avenue Exton, PA 19341 t. 610.524.4220 f. 610.524.9434
- 931 Main Street South Glastonbury, CT 06073 t. 860-652-8911 f 860-652-8922

3.0 Engineering Design

3.1 Revision of Final Engineering Design Plans as per DOT Comments

Princeton Hydro will revise the final engineering design plans for the Middle Street Dam Removal to incorporate comments received by CT DOT on 4/20/11. These revisions will include: designing protection for the “interface” between the bedrock and retaining wall; the addition of the Stream Channel Encroachment Lines (if regulated for this reach) and FEMA 100-year and 500-year flood limits; the addition of a water handling plan for the saw cutting, concrete cut-off wall construction, and “interface” protection work; the addition of a downstream access point; and the addition of a separate restoration/planting plan, inclusive of invasive species removal/eradication within the areas of disturbance.

Deliverables: The client shall be entitled to one (1) digital copy of the revised final design plans and one (1) hard copy, for their review. Upon completion of the clients review Princeton Hydro will incorporate any needed modifications to the plans and shall prepare six (6) hard copies of the plan set for use in the submittal of regulatory permit applications.

3.2 Additional Geotechnical Analysis

Princeton Hydro will revise and augment the Geotechnical Analysis by providing a testing report for the previously completed sediment test pits and retaining wall assessment, and by completing an additional retaining wall stability analysis considering live loads and using the AASHTO code. Princeton Hydro’s revised analysis will include review of the retaining wall design plans referred to in the 4/20/11 DOT comments. It is assumed that CCRPA will obtain these plans from DOT and provide them to Princeton Hydro.

Deliverables: The testing report for the sediment test pits and retaining wall assessment, as well as the revised stability analysis will be included in an updated version of the project engineering report. The client shall be entitled to one (1) hard copy and one (1) digital copy of the revised engineering report.

3.3 Updated Final Engineers Estimate of Probable Cost

Princeton Hydro will update the preliminary engineer’s estimate of probable cost based on the revisions to the final engineering design plans and current prices.

Deliverables: The deliverables for this task will include one (1) hard copy and one (1) digital copy of the updated itemized engineer’s estimate of probable cost for implementing the removal of the Middle Street Dam.

3.4 City Review of Stormwater & Dewatering Wastewater

Princeton Hydro will submit one plan set, post the completion of Task 3.1, to the City for their review of the stormwater and dewatering of the wastewater, as per DOT 4/20/11 comment regarding projects with areas of disturbance greater than 1 acre but less than 5 acres. The Middle Street Dam Removal project will disturb approximately 2 acres of land.

Deliverables: The City of Bristol shall receive one (1) hard copy and one (1) digital copy of the full plan set and shall be entitled to one (1) round of review and edits of the engineering plans. Princeton Hydro will incorporate the City’s review comments into the final plan set, with the understanding that no additional analysis outside of that which has already been included in our contracted scope of services will be requested.

3.5 Revised Final Plans as per Regulatory Comments

Princeton Hydro will revise the engineering plan set one final time as requested by the environmental regulatory review process and finalize the plans in preparation for construction bidding. Princeton Hydro’s final revision will incorporate the environmental regulatory review comments into the final plan set, with

the understanding that no additional analysis outside of that which has already been included in our contracted scope of services will be requested.

Deliverables: CCRPA shall receive five (5) hard copies and one (1) digital copy of the final full engineering design plan set.

4.0 Permit Applications

Princeton Hydro will complete permit applications for the following permits and attend environmental regulatory meetings to discuss the project with the regulators, as needed, at the request of the client.

4.1 CT DEEP Dam Safety Permit Application

4.2 CT DEEP Flood Management Certificate

4.3 Army Corps of Engineers Permit Application

4.4 CT DEEP Stream Channel Encroachment Permit Application (if needed)

4.5 CT DEEP General Permit for Stockpiling Application

4.6 FEMA Letter of Map Revision Application (LOMR)

Princeton Hydro will complete an application for a Letter of Map Revision, inclusive of the required hydraulic modeling to compare the existing and proposed site conditions to the effective FEMA water surface profile model on record, a discussion of the project and changes to the effective regulatory flood limits, mapping of the changes to the effective regulatory flood limits, and all reasonably anticipated coordination and correspondence required to submit the LOMR.

4.7 Letter to State Historic Commission

It has been assumed that CCRPA will complete this task.

4.8 Section 106 Consultation – Historic/Archeological Assessment and Report

Princeton Hydro can request fee estimates from qualified historic and archeological firms to complete the Section 106 Consultation, along with an assessment of the site and preparation of an historic/archeological report, if requested by CCRPA. If not sub contracted by Princeton Hydro, it is assumed that CCRPA will contract out these services separately directly with a historic/archeological firm. Princeton Hydro can provide suggestions of qualified firms.

4.9 Environmental Regulatory Meetings

It has been assumed that two (2) environmental regulatory meetings will likely be needed, one meeting with CT DEEP as a pre-application meeting and to discuss DOT's 4/20/11 comments with CT DEEP regarding construction sequencing, water control, the in-channel access road, and the methods by which the sediment stockpiles are protected, and one pre-application meeting with the Army Corps of Engineers (or an additional sediment management meeting with CT DEEP, if requested).

4.10 Public Meeting

Princeton Hydro will attend one (1) public meeting to present the project to the public if required by the regulatory process and if requested by the client.

5.0 Bidding Assistance & Construction Observation

5.1 Construction Bid Documents (Specifications)

Princeton Hydro will assist CCRPA in the preparation of a Bid Package and will prepare Specifications for the project prior to putting the project out to competitive bid.

5.2 Construction Bidding Assistance

Princeton Hydro will then assist the CCRPA with the bidding process. For the purpose of this scope and fee estimate it is anticipated that these services will include a pre-bid meeting with the potential contractors and project partners, assistance to CCRPA with the selection of a qualified contractor, assistance with the negotiations of the selected contractor's cost estimates (if needed), and attendance at a construction kick-off meeting with the selected contractor.

5.3 Construction Observation (per week)

Princeton Hydro will provide on-site observation of the construction. For the purpose of this scope and fee estimate this task has been included full time (five, eight hour days, a week) construction observation at a per week rate. It is fully anticipated that construction will take multiple weeks and it will be at the client's discretion to determine how many weeks of Construction Observation are desirable. As part of the construction observation, Princeton Hydro will photo-document the work and keep daily logs of activities. Once construction is complete, Princeton Hydro will prepare a final construction report for the CCRPA and the project partners. The construction observation services also include in-office work such as writing field reports, processing change orders, and ensuring that the construction work is in compliance with the technical specifications, bid package and regulatory requirements.

Fee Estimate

Princeton Hydro is pleased to submit the following fee estimate by task to complete the scope of work as outlined above to revise the final engineering design plans, prepare permit applications, and provide construction bidding and observation services for the Middle Street Dam Removal Project on the Pequabuck River.

	Task Name	Fee
1.0	Project Management	
1.1	Project Meetings (in-person) (assumes 2)	\$ 2,567
2.0	Field Work for Final Design	
2.1	Property Boundary Survey	\$ 5,631
3.0	Engineering Design	
3.1	Revision of Final Design as per DOT Comments	\$ 6,751
3.2	Additional Geotechnical Analysis	\$ 6,851
3.3	Updated Final Engineers Estimate of Probable Cost	\$ 1,955
3.4	City Review of Stormwater & Dewatering Wastewater	\$ 3,303
3.5	Revised Final Plans as per Regulatory Comments	\$ 5,171
	Total =	\$ 32,229

4.0	Permit Applications	
4.1	CT DEEP Dam Safety Permit Application	\$ 6,503
4.2	CT DEEP Flood Management Certificate	\$ 5,295
4.3	Army Corps Permit Application	\$ 5,455
4.4	FEMA Letter of Map Revision Application (LOMR)	\$ 10,207
4.5	CT DEEP Stream Channel Encroachment Permit Application (if needed)	\$ 3,640
4.6	General Permit for Stockpiling Application	\$ 5,675
4.7	Letter to State Historic Commission	to be completed by client
4.8	Section 106 Consultation - Historic/Archeological Assessment & Report	determined upon request
4.9	Environmental Regulatory Meetings (assumes 2)	\$ 2,538
4.10	Public Meeting (1)	\$ 1,334
	Total =	\$ 40,647

5.0	Construction Observation	
5.1	Construction Bid Documents (Specifications)	\$ 5,979
5.2	Construction Bidding Assistance	\$ 8,627
5.3	Construction Oversight (per week)	\$ 10,389
	Total =	\$ 24,995

Princeton Hydro can complete the tasks referenced above on a task by task basis. Princeton Hydro will not proceed with any task until written authorization from the Central Connecticut Regional Planning Agency is received requesting that we initiate a specified task or group of tasks. Such authorization may include the date by which CCRPA requires the completion of each task. Princeton Hydro shall make good faith efforts to complete each task within the specified deadline and shall notify CCRPA in the event that it is unable to do so.

It is understood that the Central Connecticut Regional Planning Agency or the project partners may choose to complete some of the above referenced tasks on their own. The fees listed above reflect Princeton Hydro's 2011 billing rates and will need to be adjusted at 3% per year, depending on the year the task is conducted. The current fees will remain effective and unadjusted until one year after the date of this letter.

This scope of services assumes that: no new topographic or bathymetric survey will be needed to respond to the DOT and regulatory comments; the client will handle any additional coordination with DOT (including getting a set of the retaining wall plans referred to in the DOT comments) and required permit fees, and will retain any property easements and property ownership permissions needed; monitoring is not included; and that no significant plan/design changes will be requested through the regulatory review, requiring work not currently anticipated in the above referenced scope of services.

By signing below Central Connecticut Regional Planning Agency amends our current contract with CCRPA for the Middle Street Dam Removal Project as follows:

1. To add Tasks 1.0 through 3.5, inclusive, to the scope of work, as provided for above; and
2. To include the Tasks 4.0 through 5.3, inclusive, as that may be executed, as provided above, by Princeton Hydro at the request of CCRPA. It is understood that CCRPA may or may not determine to one or more of these tasks to Princeton Hydro.

Representative of CCRPA

Date

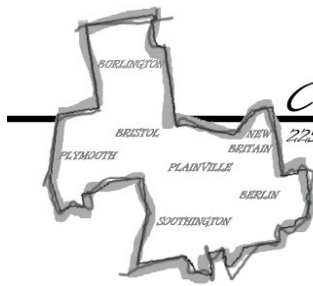
We look forward to continuing our work with CCRPA and the project partners to complete the design for the removal of the Middle Street Dam.

Sincerely,



Laura A.S. Wildman, P.E.
Associate & Director of the
New England Regional Office

enclosure
c: G. Goll, P.E., Princeton Hydro
file



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director

DATE: October 27, 2011

FOR AGENDA: November 3, 2011

SUBJECT: Intergovernmental Agreement (IGA), or Memorandum of Agreement (MOU) with the Town of Plymouth for the processing of Water Company land purchase grant funds

Earlier this year we were advised that we had been awarded an \$800,000 FHWA (Federal Highway Administration) grant to give to the Town of Plymouth for the purchase of water company lands, which would otherwise go onto the open market, for open space. We have no interest in this money other than to pass it along to the Town.

We have discussed the handling of this grant with the Town, ConnDOT, and the FHWA and all agree that it would be significantly simpler if the money went directly to the Town without passing through our books. To do that we will need to sign either an Intergovernmental Agreement (IGA) or a Memorandum of Agreement (MOU) with the Town. The IGA, or MOA, is in the process of being drafted and, if it is prepared in time, will be provided to you prior to the November 3, 2011, Committee meeting. The Town and the Connecticut Water Company would like to consummate this transaction in the first quarter of 2012, if possible.

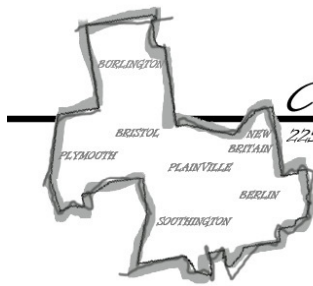
On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board authorize the Executive Director to sign an Intergovernmental Agreement (IGA), or Memorandum of Agreement (MOU), with the Town of Plymouth, to allow the \$800,000 FHWA grant for purchasing water company land in Plymouth to be given directly to the Town instead of passing thru the Central Connecticut Regional Planning Agency.

cc: Agency Board



CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: October 26, 2011
FOR AGENDA: November 3, 2011
SUBJECT: FY2010-2011 Annual Audit

A copy of the FY2010-2011 Annual Audit Report is posted on the web site for your review. Mr. Mike Maletta, our Auditor, will be available at next Thursday's meeting to respond to questions you might have about the report, which finds the Agency's financial position, procedures and accounting to be in good order.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board accept the FY2010-2011 Annual Audit as presented.

cc: Agency Board