

Attach W & C and CEI proposals
STORMWATER TASK FORCE (SWTF)
MINUTES
July 11, 2019

The Stormwater Task Force (SWTF) met in the Ritter Building, basement conference room. In attendance were Matt Allison, Jack Rabbitt, and Phyllis Luck. Town Manager Lemieux and Land Use Director Burney were also in attendance. The special guests of this evening were representatives from Comprehensive Environmental Incorporated (CEI) Nick Cristofori, P. E., Project Manager, and Rebecca Balke, P.E., Senior QA/QC Manager as well as representatives from Woodard & Curran, Scott Medeiros, PE, Senior Client Manager, and Zachary Henderson, Technical Manager. The meeting opened at 5:00 pm.

The Lunenburg contingent discussed briefly the 2 firms that would be presenting to the Task Force this evening. Town Manager Lemieux passed out copies of the Composite of Evaluation Scores, which placed both firms as Highly Advantageous overall, with CEI receiving all Highly Advantageous and Woodard and Curran receiving one Advantageous, with the remaining items scored Highly Advantageous.

At 5:15, the SWTF welcomed CEI, thanking them for meeting with us. SWTF members had copies of the Non-Price Proposal, as well as the Price Proposal (attached). Nick Cristofori and Rebecca Balke proceeded to review CEI's proposal and qualifications, pointing out why they felt CEI was the best fit for Lunenburg's needs. CEI finished up at 6 pm.

At 6:05, the SWTF welcomed Woodard and Curran, thanking them for coming in tonight. Scott Medeiros and Zachary Henderson spoke to a power point presentation (attached), outlining their proposal and why they, even though their price was likely much higher than the competition's, felt they were the best fit for Lunenburg's needs.

At 7:25 pm, after all consultants had left the building, the Lunenburg group began discussing both proposals. Matt Allison started the discussion by pointing out he felt that CEI, being a much smaller firm, which did all of the work in-house and did not rely on subcontractors, was a better fit for Lunenburg. There was general agreement.

The price differential between the two firms was substantial: Woodard and Curran came in at \$127,400; CEI at \$32,400. Town Manager Lemieux felt that there may be additional costs associated with working with CEI, as tasks may be added; and that the Woodard and Curran price could perhaps be negotiated downward. However, the group felt that the initial difference was so substantial that it would be more advantageous to accept the lower priced CEI proposal. It was noted that DCI, which had initially bid on Year 2 work at the beginning of the calendar year, had a cost of \$98,600 associated with completing the required Year 2 tasks.

Matt Allison made a motion to authorize Town Manager Lemieux to award the Year 2 Contract to CEI and to proceed with negotiations for additional work that may be required to assist the Town in its MS4 compliance efforts. Jack Rabbitt seconded, all voted in favor.

The group then focused on the CEI "Other Recommended Tasks" sheet. CEI Presenters had explained that they were unsure if Lunenburg had completed the tasks listed on this sheet, so did not include them in their proposal. However, these were tasks that could not be left undone, so worthy of note. The group authorized Town Manager Lemieux to reach out to CEI to make them aware that they'd been awarded the contract, and to then obtain pricing for other tasks the Town may decide to take care of in-house, or, if the price proves advantageous, to have added to the CEI contract. These include:

- Regulatory Mechanism Assistance
Updating MCM 5, Post-Construction Stormwater Management; other updates as required.

These items are in the domain of the Land Use Director, he is interested in determining what the cost would be to have this outsourced rather than completing the tasks in-house).

- Perform LID and GI review at the same time (in preparation for Year 4 work)
- IDDE Employee Training: Year 1 training was completed at no cost when Adam Burney attended a training workshop hosted by the Central Mass Regional Stormwater Coalition (CMRSWC). CMRSWC will most certainly offer training in Year 2 as well, which would prove the most cost effective route.

Regarding the other 2 recommended tasks, it was determined there is no need to get pricing now.

- Field Activities (e.g. mapping) Outfalls & catch basins have already been mapped, so it is unnecessary for this to be done in Year 2. The piping has not been mapped yet, but this can wait.
- Other Tasks:
Catch basin cleaning optimization plan, Street Sweeping Plan, Winter Road Maintenance Plan
It is understood that these are already done.

Matt Allison then noted that the absence of the DPW Director at SWTF meetings inhibits progress and wanted to raise the issue while the Town Manager was present. He requested that the Town Manager ask DPW Director Rodriquenz to attend the next SWTF meeting to discuss the CEI contract and the future involvement of DPW manpower and equipment to assist with Stormwater tasks. Further, he asked that the DPW Director attend the first meeting with CEI. The Town Manager agreed to discuss this with the DPW Director and exited the meeting.

As minutes approval had been omitted at the beginning of the meeting to allow for more time with the guests, Matt Allison made a motion to accept the minutes of the June 13 meeting; Jack Rabbitt seconded; all voted in favor.

It was determined that the next meeting of the SWTF would be on Thursday, August 1, at 6 pm, in the Ritter upper conference room.

Meeting Schedule for the 3rd quarter: August 1, September 12. All meetings, unless otherwise noted, are held on Thursdays at 6:30 pm, in the Ritter Building, upper conference room. Should additional meetings be required, they will be scheduled on the second or fourth Thursday of the month.

Motion: 2nd: Matt Allison
To adjourn the meeting at 8:20 pm Jack Rabbitt Vote: All in Favor

Respectfully submitted,
Phyllis Luck, Chair SWTF
Vice Chair, BOS

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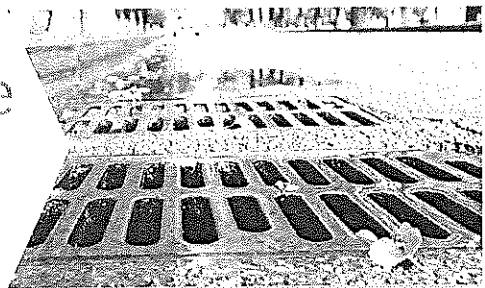
**LUNENBURG TOWN
CLERK OFFICE**



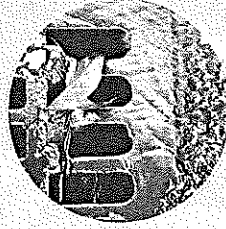
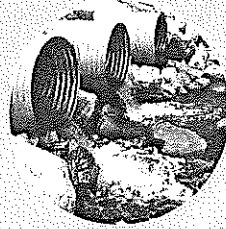
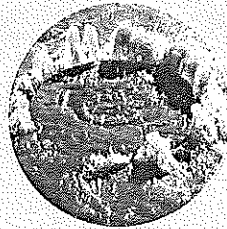
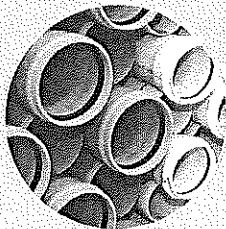
COMMITMENT & INTEGRITY DRIVE RESULTS
woodardcurran.com

MS4 Permit Compliance

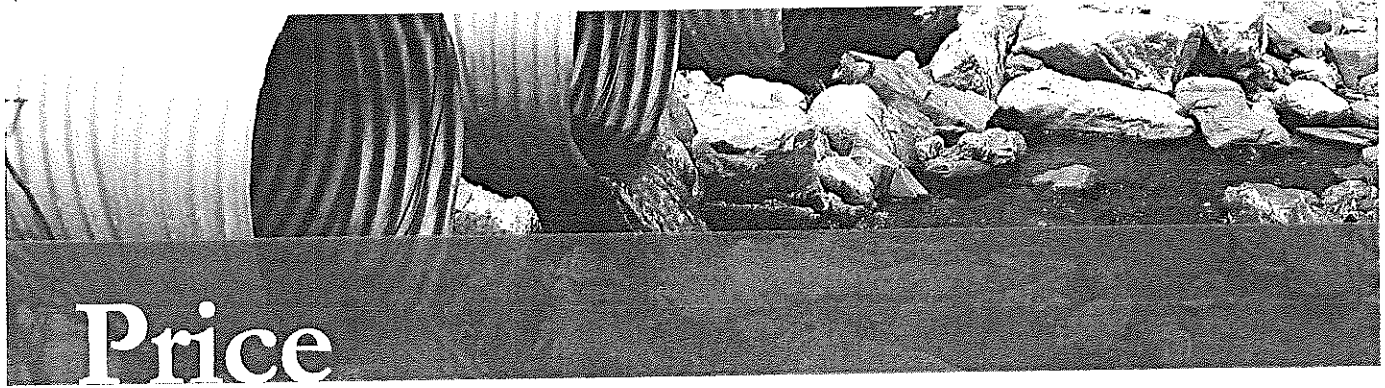
Price Proposal (Revised)



Downsizing Stormwater
Management



Woodard & Curran
1000 West 10th Street
Suite 100
Boulder, CO 80502



Woodard & Curran proposes to perform the work described within this proposal upon the fee and billing methods described in the following table. Time & Material work will be billed based upon the rates established in the attached table and lump sum phases will be billed monthly based upon the percentage of work complete.

Task	Description	Lump Sum Fee	Billing Method
1	Permit Year 1 Annual MS4 Report Development and Submission	\$8,200.00	Lump Sum
2	5-Year Stormwater Management Plan Update	\$5,000.00	Time & Materials
3A	GIS Mapping Support	\$7,500.00	Time & Materials
3B	Illicit Discharge Detection and Elimination Program Development and Training	\$48,800.00	Lump Sum
3C	IDDE Outfall Inspection and Screening	\$56,300.00	Time & Materials
4A	Municipal Facility and Property Inventory and Development of Written SOPs	\$14,400.00	Lump Sum
4B	Municipal Facility Stormwater Pollution Prevention Plan Development	\$13,000.00	Lump Sum
5	Outreach and Public Participation Assistance	\$6,000.00	Time & Materials
6	Stormwater Utility Support	\$17,000.00	Lump Sum
Total		\$127,400.00	

5. Proposed Scope of Work



Project Background

CEI understands that the Town of Lunenburg would like assistance with compliance and implementation of Year 2 requirements of the final Massachusetts MS4 General Permit (signed April 4, 2016 with an effective date of July 1, 2018) from U.S. EPA and MassDEP. CEI has extensive experience working with communities under the previous 2003 General Permit and is currently under contract with over twenty communities to implement the requirements of the new permit.

We are intimately familiar with the challenges of developing and financing stormwater management programs to meet the MS4 Permit requirements. Our focus is to assist our clients in developing a program that meets the permit requirements without over-committing them to perform extra and unnecessary work. We work closely with our clients to create a custom stormwater program tailored to their specific needs and resources. We can handle all facets of program development and implementation or develop specific portions that then set Lunenburg up to implement portions in-house to save money. CEI also has extensive experience in both performing field work ourselves or working with communities to perform the work internally. We also have a dedicated GIS staff capable of delineating catchments, managing field data, and generating easy-to-understand maps.

Detailed Project Approach

The following sections provide CEI's task-specific approach to select Year 2 requirements of the permit as required under the RFP.

Task 1 – Update Annual Report

CEI will prepare Lunenburg's first annual report, covering the period from May 1, 2018 through June 30, 2019. This will document items performed within the first year of the permit, including:

- A self-assessment review of compliance with the permit terms and conditions;
- An assessment of the appropriateness of the selected BMPs;
- The status of plans or activities, including TMDLs, impaired waters, and water quality standards;
- An assessment of the progress towards achieving the measurable goals and six minimum control measure objectives;
- Description of activities for the next reporting cycle; and
- Description of any changes in identified BMPs or measurable goals.

CEI will attend one meeting with the Town under this Task where it is assumed that Lunenburg will provide CEI with much of the required information. CEI will work with the Town to obtain the remaining information required. The final draft will be submitted to EPA by September 30, 2019.

Task 2 – Update Stormwater Management Program Plan

CEI understands that the Town of Lunenburg previously completed a draft Stormwater Management Program (SWMP) Plan prior to this RFP. Under this task, CEI will complete a review of the

5. Proposed Scope of Work



existing SWMP Plan and update as needed, however, it is not anticipated that substantial updates will be required. CEI will update the SWMP Plan at the conclusion of Year 2 activities performed under this RFP so that the document is up to date. CEI has assumed one meeting with the Town under this task.

Task 3 – IDDE Program

The draft SWMP Plan references an Illicit Discharge Detection and Elimination (IDDE) Plan that has been prepared as an appendix, however was not provided as part of the RFP. As the IDDE Plan is required to be completed in its entirety by June 30, 2019, CEI assumes that the following items have been completed by others:

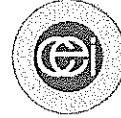
- Delineation of catchment areas based on topography and/or stormwater infrastructure for known outfalls and interconnections;
- Outfall catchment inventory, ranking, and prioritization;
- Identification of system vulnerability factors (SVFs);
- Identification of key junction manholes;
- Procedures for dry and wet weather outfall screening and sampling; and
- Catchment investigation procedures for implementation during future years.

As such, it is assumed that this task is intended to focus on implementation of the IDDE Program through the completion of field work. The MS4 Permit requires that all outfalls categorized as either High or Low priority must be inspected during dry weather conditions by the end of Year 3, or by June 30, 2021. Therefore, it is recommended that the Town begin to complete dry weather screening during Year 2 in order to ensure that enough time remains to meet program deadlines. This task can also include other field efforts, such as completing supplemental mapping while field staff are already performing other investigations.

Based on information provided in the Notice of Intent and SWMP Plan, it is assumed that the Town has approximately 250 outfalls. CEI recommends attempting to inspect approximately 30% of outfalls during Year 2 as this will help the municipality obtain a better estimate on the level of effort that will be required during Year 3 to complete remaining outfall inspections. This will also allow a reasonable budgetary reserve to complete remaining items required during Year 2 while still getting a head start on Year 3 requirements.

Under this Task, CEI has allocated up to four field days for a crew of two people to perform dry weather screening with a goal of inspecting 75 outfalls within the allotted budget. It is assumed that a knowledgeable member of the Town will accompany CEI field staff to aid in locating outfall structures where needed. CEI will attempt to complete inspections in an area with a relatively high density of outfalls to make inspections go quicker. CEI will complete inspection forms for all located outfalls and collect water samples for parameters required under the standard permit, as well as Appendices F and H if needed. Results will be tabulated and reviewed for any recommended follow-up actions.

5. Proposed Scope of Work



Task 4 – Operations and Maintenance Program Plan

Under this Task, CEI will develop an Operation and Maintenance (O&M) program started during Year 1 to include additional requirements per the 2016 permit. CEI will develop and prepare components of an O&M Plan for the Town that details activities and procedures to be taken in order to ensure municipal activities and facilities are properly operated and maintained. This Task will include development of the written procedures for:

- Parks and open space,
- Buildings and facilities where pollutants are exposed to stormwater; and
- Vehicles and equipment.

Procedures will vary depending on the location and type of facility, however, will generally address the use, storage, and disposal of materials such as petroleum, fertilizers, herbicides, and other potentially hazardous materials; location and method of storage for solid waste components; fueling activities and storage areas; and proper lawn care methods.

CEI will incorporate existing O&M materials such as plans or Standard Operating Procedures (SOPs) into the new plan as applicable. These items will be included in a comprehensive “living” plan that can be expanded to include changes and additions undertaken during future years. It is assumed that the Town will provide an inventory of appropriate facilities, and CEI has allotted one field day to visit applicable sites.

Task 5 – Assist with Public Education

Under the new permit, permittees are required to expand their existing public education and outreach program to target four discrete audiences (residential, commercial/institutional, industrial, and developers), as well as meet specific requirements associated with applicable TMDLs covering certain TMDL and impaired waters that include phosphorus, e.coli and turbidity.

Under this task, CEI will review existing public educational materials and web information provided by the Town. CEI will then provide input on existing educational materials and other program elements, along with recommendations such as additional outreach materials, avenues, target audiences, etc. to meet permit requirements. CEI will then provide the Town with a selection of public educational materials to meet Lunenburg’s commitment under its NOI, such as brochures and pamphlets, fact sheets, and updated website information.

Task 6 – Assist with Public Outreach

The new permit requires that permittees provide opportunities to engage the public to participate in the annual review and implementation of the permittee’s SWMP. At a minimum, permittees must make their written SWMP Plan available on the website. Therefore, CEI will work with the Town to post the previously developed SWMP Plan to a publicly accessible area of the Town’s website or other suitable location. CEI will also work with the Town to identify other avenues of public participation that may already be in place or could be easily implemented and would help support permit implementation in Lunenburg.

5. Proposed Scope of Work



Task 7 – Recommendations for Implementation of a Stormwater Utility/Enterprise

Under this Task, CEI has allocated initial funding to provide an alternatives discussion and preliminary recommendations for implementation of a stormwater utility or enterprise fund with an eventual goal of providing a dedicated funding source for the Town of Lunenburg to meet MS4 requirements. CEI will first meet with Town representatives to determine the best use of funding allocating under this task, as well as what is desired for completion and deliverables within available budget. CEI will then conduct a preliminary review of Lunenburg's organizational structure and available GIS data before conducting a second meeting with critical Town departments to obtain additional relevant information for making a determination as to the suitability of a Stormwater Utility or Enterprise Fund.

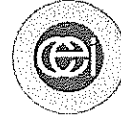
Upon completion of the above, CEI will develop a brief memorandum report as to whether or not a Feasibility Study should be developed and advanced further under a future scope of work, along with guidance and recommended strategy on next steps. It is expected that this future study will address Stormwater Utility components such as a rate structure analysis, determination of an equivalent residential unit, detailed land use and impervious area calculations, and additional stakeholder meetings and outreach.

Other Recommended Tasks

The above information provides a response to the requested items under Lunenburg's RFP, however, may not meet all Year 2 requirements outlined in the permit. In response, the following are recommended tasks to be completed during Year 2, however are not included under CEI's Price Proposal.

- **Regulatory Mechanism Assistance** – The 2016 Permit requires development of three regulatory mechanism addressing illicit discharges (Minimum Measure 3), erosion and sediment controls (Minimum Measure 4), and post-construction stormwater runoff (Minimum Measure 5). According to the Town's NOI, Lunenburg has all three regulations in place from back in 2007, however, the Post-Construction Stormwater Management requirements are substantially changed since the 2003 Permit. For example, the updated regulatory mechanism must have references to select MassDEP regulations and contain requirements specific to both re-development and new development which must be addressed. CEI recommends conducting a review of the Town's existing regulatory mechanisms, such as bylaws and accompanying regulations in order to determine recommended updates or changes. CEI would then provide a memorandum and/or redline markups of applicable regulations and bylaws for final adoption by the Town, along with meeting support. This task must be completed by the end of Year 2, or June 30, 2020.
- **IDDE Employee Training** – Permittees are required to provide annual training to employees on several components, including IDDE program training on how to recognize illicit discharges. CEI recommends conducting a single training session with Town employees on the above topics as required by Minimum Measure 3 to fulfill annual training requirements. This task will also serve as a template for future training, should the Town wish to perform

5. Proposed Scope of Work



annual IDDE training in-house during subsequent years. This task is required annually.

- **Complete Stormwater Treatment BMP Inspections** – Permittees are required to inspect permittee-owned stormwater treatment BMPs, such as infiltration and detention basins, swales, and proprietary treatment devices on an annual basis. CEI recommends creating inspection forms tailored for different types of BMPs throughout the town and then performing an inspection of known stormwater BMPs to document existing conditions, required maintenance items, and opportunities for improvement. If requested or desired, CEI can perform this task in collaboration with a Town DPW employee or other person to train them on BMP inspection which would allow the Town to perform BMP inspections internally during future years. Results will be documented in a database for use by Town personnel during annual reporting activities. This task is required annually.
- **Stormwater Pollution Prevention Plans** – The 2016 Permit requires facilities to prepared Stormwater Pollution Prevention Plans (SWPPPs) for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater. A preliminary review indicates that the Town's highway garage is located outside of the regulated urbanized area, however the town should verify that no other facilities subject to SWPPP requirements are present within the urbanized area.
- **Field Activities** – The 2016 Permit requires extensive field work, including items that must be completed by the end of Year 2 (e.g., mapping open channel conveyances and connections with other MS4s) and Year 3 (e.g., inspect all High and Low priority outfalls during dry weather. Therefore, it is recommended that Lunenburg begin to conduct field work associated with mapping and dry weather screening in order to meet permit requirements on schedule.
- **Other Tasks** – It is recommended that the following items be prepared if not completed during Year 1, however, each was required to be completed by June 30, 2019 and thus should be in place:
 - Construction Site Runoff Control Procedures
 - Catch Basin Cleaning Optimization Plan
 - Street Sweeping Plan
 - Winter Road Maintenance Plan

Project Timeline

All items must be complete by June 30, 2020. Care has been taken to schedule tasks for completion in advance of when they are needed. A schedule by task and detailed timeline are as follows.

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**LUNENBURG TOWN
CLERK OFFICE**
Request for Technical Proposals
MS4 Permit Compliance Project



COMPREHENSIVE
ENVIRONMENTAL
INCORPORATED

www.ceiengineers.com

June 12, 2019

Ms. Heather Lemieux
Town Manager
Town of Lunenburg
17 Main Street

**RE: RFP – Request for Technical Proposals MS4 Permit
Compliance Project, Price Proposal**

Dear Ms. Lemieux:

Comprehensive Environmental Incorporated (CEI) is pleased to provide the attached Price Proposal to provide the Town of Lunenburg with assistance complying with select Year 2 requirements of the National Pollutant Discharge and Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit requirements. As per the RFP requirements, our Non-Price Proposal and qualifications are provided under separate cover. CEI has a record of on-time, on-budget performance and meets all Highly Advantageous comparative evaluation criteria and would be an excellent fit for this project.

We appreciate the opportunity to provide you with our proposal and look forward to hearing from you. If you have any questions or require additional information, please contact me at 508-261-5160 x301 or epannetier@ceiengineers.com, or Nick Cristofori at x303 or ncristofori@ceiengineers.com.

Sincerely,

COMPREHENSIVE ENVIRONMENTAL, INC.

A handwritten signature in black ink, appearing to read 'Eileen Pannetier', written over a light blue horizontal line.

Eileen Pannetier, EJD
President/CEO

Enclosure: Price Proposal

41 Main Street
Bolton, MA 01740
508.281.5160

21 Depot Street
Merrimack, NH 03054
603.424.8444

1 Hartford Square-East, Suite 227
New Britain, CT 06052
860.224.0442

Price Proposal – CEI



The following outlines CEI's Price Proposal in response to the Request for Technical Proposals MS4 Permit Compliance Project in the Town of Lunenburg.

Task	Price
Task 1 – Update Annual Report	\$4,500
Task 2 – Update Stormwater Management Program Plan	\$2,800
Task 3 – IDDE Program	\$9,800
Task 4 – Operations and Maintenance Program Plan	\$4,800
Task 5 – Assist with Public Education	\$2,000
Task 6 – Assist with Public Outreach	\$1,000
Task 7 – Recommendations for Implementation of a Stormwater Utility/Enterprise	\$7,500
TOTAL	\$32,400

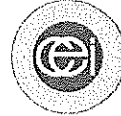
All items will be completed by June 30, 2020.

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**LUNENBURG TOWN
CLERK OFFICE**

5. Proposed Scope of Work



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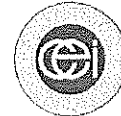
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Task 7 – Recommendations for Implementation of a Stormwater Utility/Enterprise

Under this Task, CEI has allocated initial funding to provide an alternatives discussion and preliminary recommendations for implementation of a stormwater utility or enterprise fund with an eventual goal of providing a dedicated funding source for the Town of Lunenburg to meet MS4 requirements. CEI will first meet with Town representatives to determine the best use of funding allocating under this task, as well as what is desired for completion and deliverables within available budget. CEI will then conduct a preliminary review of Lunenburg's organizational structure and available GIS data before conducting a second meeting with critical Town departments to obtain additional relevant information for making a determination as to the suitability of a Stormwater Utility or Enterprise Fund.

Upon completion of the above, CEI will develop a brief memorandum report as to whether or not a Feasibility Study should be developed and advanced further under a future scope of work, along with guidance and recommended strategy on next steps. It is expected that this future study will address Stormwater Utility components such as a rate structure analysis, determination of an equivalent residential unit, detailed land use and impervious area calculations, and additional stakeholder meetings and outreach.

Other Recommended Tasks

The above information provides a response to the requested items under Lunenburg's RFP, however, may not meet all Year 2 requirements outlined in the permit. In response, the following are recommended tasks to be completed during Year 2, however are not included under CEI's Price Proposal.

- **Regulatory Mechanism Assistance** – The 2016 Permit requires development of three regulatory mechanism addressing illicit discharges (Minimum Measure 3), erosion and sediment controls (Minimum Measure 4), and post-construction stormwater runoff (Minimum Measure 5). According to the Town's NOI, Lunenburg has all three regulations in place from back in 2007, however, the Post-Construction Stormwater Management requirements are substantially changed since the 2003 Permit. For example, the updated regulatory mechanism must have references to select MassDEP regulations and contain requirements specific to both re-development and new development which must be addressed. CEI recommends conducting a review of the Town's existing regulatory mechanisms, such as bylaws and accompanying regulations in order to determine recommended updates or changes. CEI would then provide a memorandum and/or redline markups of applicable regulations and bylaws for final adoption by the Town, along with meeting support. This task must be completed by the end of Year 2, or June 30, 2020.
- **IDDE Employee Training** – Permittees are required to provide annual training to employees on several components, including IDDE program training on how to recognize illicit discharges. CEI recommends conducting a single training session with Town employees on the above topics as required by Minimum Measure 3 to fulfill annual training requirements. This task will also serve as a template for future training, should the Town wish to perform

5. Proposed Scope of Work



annual IDDE training in-house during subsequent years. This task is required annually.

- **Complete Stormwater Treatment BMP Inspections** – Permittees are required to inspect permittee-owned stormwater treatment BMPs, such as infiltration and detention basins, swales, and proprietary treatment devices on an annual basis. CEI recommends creating inspection forms tailored for different types of BMPs throughout the town and then performing an inspection of known stormwater BMPs to document existing conditions, required maintenance items, and opportunities for improvement. If requested or desired, CEI can perform this task in collaboration with a Town DPW employee or other person to train them on BMP inspection which would allow the Town to perform BMP inspections internally during future years. Results will be documented in a database for use by Town personnel during annual reporting activities. This task is required annually.
- **Stormwater Pollution Prevention Plans** – The 2016 Permit requires facilities to prepared Stormwater Pollution Prevention Plans (SWPPPs) for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater. A preliminary review indicates that the Town's highway garage is located outside of the regulated urbanized area, however the town should verify that no other facilities subject to SWPPP requirements are present within the urbanized area.
- **Field Activities** – The 2016 Permit requires extensive field work, including items that must be completed by the end of Year 2 (e.g., mapping open channel conveyances and connections with other MS4s) and Year 3 (e.g., inspect all High and Low priority outfalls during dry weather. Therefore, it is recommended that Lunenburg begin to conduct field work associated with mapping and dry weather screening in order to meet permit requirements on schedule.
- **Other Tasks** – It is recommended that the following items be prepared if not completed during Year 1, however, each was required to be completed by June 30, 2019 and thus should be in place:
 - Construction Site Runoff Control Procedures
 - Catch Basin Cleaning Optimization Plan
 - Street Sweeping Plan
 - Winter Road Maintenance Plan

Project Timeline

All items must be complete by June 30, 2020. Care has been taken to schedule tasks for completion in advance of when they are needed. A schedule by task and detailed timeline are as follows.

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AUG 22 2019

**LUNENBURG TOWN
CLERK OF TOWN**