

## **AGENDA**

### **SPARTANBURG SANITARY SEWER DISTRICT COMMISSION**

#### **REGULAR MEETING**

**MEETING PLACE: 200 Commerce Street**

**Thursday, June 20, 2024, 2:15 p.m.**

This is a regular meeting of the Spartanburg Sanitary Sewer District Commission. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted in the lobby and on the Spartanburg Water website, and copies have been forwarded to local and nearby news media (including Spartanburg Herald-Journal, The Spartan Weekly, Greenville News, The Greer Citizen, Hometown News, WSPA-TV 7, WYFF-TV 4, WLOS-TV 13, WHNS Fox Carolina, WORD News Radio, WOLT-FM Radio, Tribune Times, and the Times Examiner) at least 24 hours prior to this meeting.

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 21, 2024**
- 4. PUBLIC HEARING FOR PROPOSED FY2024-2025 OPERATING BUDGET**

A public hearing will be held by the Commission to allow input regarding the proposed FY2024-2025 Operating Budget.

- 5. DISCUSSION/APPROVAL OF PROPOSED FY2024-2025 OPERATING BUDGET**

Management requests approval of the proposed FY2024-2025 Operating Budget.

- 6. OLD BUSINESS – NONE**

#### **AGENDA ITEMS 7 – 10 ARE FROM FINANCE AND PROCUREMENT**

- 7. MONTHLY FINANCIAL REPORT**

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A financial summary of SSSD expenditures and revenues for the eleven-month period ending May 31, 2024, will be reviewed by the Chief Financial Officer.

**8. ELECTRONIC TIME AND ATTENDANCE SYSTEM**

The current method for time and attendance is labor intensive and a manual process. Spartanburg Sanitary Sewer District uses Munis, a Tyler Technology product, for our financial system processes, including general ledger, accounts payable, human resources, purchasing and payroll. Munis has incorporated an electronic time and attendance module that integrates with our existing payroll module to allow us to streamline the current manual processes. The implementation cost for this automation project will be as follows:

Initial Cost for license and implementation:	\$61,920
Equipment Cost:	<u>\$33,110</u>
Total Project Cost:	\$95,030

Recurring annual maintenance cost after year 1: \$8,500

Management recommends the approval of the electronic time and attendance module for Tyler Munis system in the amount of \$95,030. This project will be funded from capital funds as follows: SSSD - \$38,012 and SWS - \$57,018.

**9. SSSD WASTEWATER CONSTRUCTION SERVICES – REQUEST FOR QUALIFICATIONS**

Qualifications were received on April 24, 2024, in response to a Request for Qualification (RFQ) that will allow SSSD to compile a list of pre-qualified contractors to rehabilitate or repair collection system mainlines and creek crossings for emergency repair. There are a number of areas where collection system lines and crossings span creeks and tributaries and are in need of repair due to age or storm damage. The pre-qualified contractors will be called upon to submit competitive bids when preconstruction phases and/or construction phases, or the rehabilitation or repair work is scheduled. This alternative delivery method will expedite the competitive bidding process and allow construction work to be completed in a proactive manner.

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Responses were received from thirteen contractors. Responses were scored based on the following criteria: (1) Experience on similar projects, (2) Project Team qualification, (3) Financial Capability, (4) MWBE utilization, and (5) Community Benefit Program.

After careful evaluation, management recommends approval of each of the following twelve respondents as pre-qualified contractors that SSSD will use to rehabilitate or repair.

**RESPONDING FIRMS**

North American Pipeline Management, Inc. Marietta, GA	Payne, McGinn, & Cummins, Inc. Travelers Rest, SC
Harper General Contractors, Inc. Greenville, SC	Bradley’s Contracting, Inc. Inman, SC
Atlantic Coast Contractors, Inc. Denver, NC	HRH Engineering Services LLC Chesnee, SC
Harrison & Son Contracting Woodruff, SC	Moorhead Construction, Inc. Belton, SC
Double R Utilities, Inc. Gaffney, SC	SM Grading & Excavating LLC Jonesville, SC
T. P. Howard’s Plumbing Co., Inc. Fairview, NC	Long & Sons Utility Simpsonville, SC

Bids will be solicited from each of the twelve pre-qualified contractors on an as-needed basis for a period not to exceed 24 months. Projects will be funded by SSSD collection rehabilitation funds.

**10. A. MANNING LYNCH WASTEWATER TREATMENT PLANT BATHROOM RENOVATION**

Bids were received on May 8, 2024, to renovate the bathrooms in the Operations Building of the A. Manning Lynch Wastewater Treatment Facility. The existing bathrooms were installed during the 1970’s. These renovations

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will provide much needed updates to the bathrooms. Renovations will be ADA compliant as required under federal and state law.

The invitation for bids was advertised in the local media, listed on the Spartanburg Water Website, and forwarded to eleven prospective contractors. One response was received from Harper General Contractors, Inc. A cost tabulation is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Harper General Contractors, Inc. Greenville, SC	\$108,980

Management recommends the bid be awarded to the lowest responsible bidder, Harper General Contractors, Inc., in the amount of \$108,980.

Funding will be provided through the SSSD capital account.

**AGENDA ITEMS FROM OPERATIONS – NONE**

**AGENDA ITEMS 11 – 15 ARE FROM ENGINEERING**

**11. CMAR SELECTION – CHESNEE WWTP UPGRADE PROJECT**

On March 29, 2024, qualifications were received for Construction Manager at Risk for the Chesnee Wastewater Treatment Plant Upgrade. The project scope includes upgrading the wastewater treatment facility, where most equipment and systems have reached the end of the equipment's useful life. The original treatment plant is a 0.5 MGD activated sludge facility, constructed in the 1980's, that underwent an upgrade in 1995. Qualifications were received from the following Construction Manager at Risk firms:

- Harper Corporation General Contractors, Inc.
- Moorhead Construction, Inc.
- Reeves Young, Inc.
- Sossamon Construction, Inc.
- State Utility Contractors, Inc.

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The qualification submittals were each evaluated based on six criteria: firm’s experience, project team, approach to the project, firm’s location, safety and accident prevention program, and legal/litigation history. The three highest scoring teams were requested to submit proposals for the project, and the following teams selected were:

- Harper Corporation General Contractors, Inc.
- Reeves Young, Inc.
- State Utility Contractors, Inc.

State Utility Contractors, Inc., withdrew their proposal due to pending and anticipated workloads. The other two team’s proposals were then evaluated based on four criteria: detailed project approach, project references, price proposal and a 90-minute interview.

Management and staff have thoroughly reviewed the proposals utilizing the selection criteria and recommend that the Commission enter into a Construction Manager at Risk contract with Harper General Contractors, Inc., for the project. Pre-construction services are a not-to-exceed amount of \$70,000 with a total construction budget estimated at \$9.9 million. The project will be funded by ARPA/SCIIP grant funds.

**12. RECEIPT OF BIDS – CINDER BRANCH PUMP STATION AND FORCE MAIN**

Bids were received on June 4, 2024, for the Cinder Branch Pump Station and Force Main Project. This project consists of a new 670-gpm Pump Station and approximately 21,459 linear feet of 10" to 14" force main. The new pump station and force main will divert flow, from several proposed developments, out of the Clifton Converse Basin to the A. Manning Lynch WWTF, which is a larger treatment facility with available capacity.

Five contractors obtained the bid documents for the project and three contractors submitted a bid. The bids were as follows:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Piedmont Utility Group, Inc. Mooresboro, NC	\$7,543,116.80

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TP Howard’s Plumbing Co., Inc. Fairview, NC	\$7,900,000.00
Moorhead Construction, Inc. Mooresboro, NC	NON-RESPONSIVE
Engineer’s Estimate	\$9,886,000.00

Management recommends awarding the contract to the lowest responsive bidder, Piedmont Utility Group, Inc., of Mooresboro, NC for the amount of \$7,543,116.80. This project will be funded by capital funds.

**13. OWNERSHIP AGREEMENT – COYOTE CREEK**

ECS Development, LLC proposes to construct approximately 5,046 linear feet of 8-inch gravity sewer line to provide service to 231 residential lots in Coyote Creek located off Jersey Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. The developer will bear all costs.

The line will be constructed according to District-approved plans and specifications, with District inspection provided. The owner will provide all necessary right-of-way and easement agreements for this project.

The form of the agreement transferring ownership of the gravity sewer to the District has been reviewed by the District’s attorney and executed by ECS Development, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**14. OWNERSHIP AGREEMENT – FALLING CREEK ROAD SEWER EXTENSION**

Lamar Holdings, LLC proposes to construct approximately 1,650 linear feet of 8-inch gravity sewer line to provide service to a future residential development located off Falling Creek Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the

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Lower North Tyger River Wastewater Treatment Facility. The developer will bear all costs.

The line will be constructed according to District-approved plans and specifications, with District inspection provided. The owner will provide all necessary right-of-way and easement agreements for this project.

The form of the agreement transferring ownership of the gravity sewer to the District has been reviewed by the District’s attorney and executed by Lamar Holdings, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**15. OWNERSHIP AGREEMENT – MAGNOLIA STREET TOWNES**

RBD Group Oz, LLC proposes to construct approximately 215 linear feet of 8-inch gravity sewer line to provide service to 11 residential lots in Magnolia Street Townes located off Magnolia Street. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. The developer will bear all costs.

The line will be constructed according to District-approved plans and specifications, with District inspection provided. The owner will provide all necessary right-of-way and easement agreements for this project.

The form of the agreement transferring ownership of the gravity sewer to the District has been reviewed by the District’s attorney and executed by RBD Group Oz, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

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**16. SPARTANBURG SANITARY SEWER DISTRICT – DRAFT OF BYLAWS**

The Commission will be provided with a draft set of Governing Bylaws for the Spartanburg Sanitary Sewer District. These Bylaws may be considered for adoption by the Commission at a future meeting of the Commission. These Bylaws have been developed internally and vetted through proper legal counsel. This draft set of Bylaws incorporates current enabling legislation, rules of procedure and governance that define the rules by which the Commission operates in a single document.

There is no action required of the Commission at this time.

**17. CHIEF EXECUTIVE OFFICER REPORT**

**18. REFERRALS**

**19. ADJOURNMENT**