



**Catlett – Calverton Sewer Project
Project Management Team
Golden Rule Builders, 3409 Catlett Road
March 8, 2017
MEETING NOTES**

Welcome & Introductions:

Sue Rowland, consultant to county for this project, asked everyone in person and by phone to introduce themselves. The sign in sheet is attached.

Update on Board of Supervisors Actions and Project Activities:

Gary Schwartz, the county's construction manager for this project, reported that upon the solicitation of the Board to Northwest Cascade, Inc., NWC notified the county of its intent not to go further with the PPEA proposal it had made for this project. The Board reaffirmed its commitment to the project, and authorized staff to move forward with a two-pronged approach: 1) solicit soil evaluation work to identify potential sites for dispersal field(s) and treatment plants; and 2) solicit a design-build engineering / construction team. To assist in design-build progress, it is felt that identification of available land for dispersal sites and treatment plants should happen as soon as possible.

Sue posted the following timeline, to which Gary referred during his further update.

Anticipated timeline:

- RFP for OSE soil evaluation issued and firm selected by 3/6.
- RFQ for design-build teams issued by 3/6.
- Design-build teams qualified in April.
- Site evaluations completed, sites identified by 5/25.
- RFP for Design-Build issued 6/1.
- Team selected and contract awarded by Board at August or September meeting.

Gary explained that 9 firms responded to the RFP for the soil evaluation. Following evaluation by a selection team of the proposals, Wastewater Management, Inc. was selected, with authorization to sign a contract anticipated at the Board's next regular meeting (March 9, 2017).

Before the Request for Proposals could be released for the design-build solicitation, a new process and ordinance governing that particular type of procurement (design-build) had to be adopted by the Board. That process was completed in February, and the two-part procurement was initiated: (1) solicit and approve qualified firms first, then (2) release an RFP to which those firms would respond.

Step one is the identification of teams qualified for the project. To identify those firms, a "Request for Qualifications" or RFQ was released on March 6th. A number of engineering firms with expertise in decentralized wastewater systems had already been in contact with the county, and Gary had ensured they were aware of the RFQ. Furthermore, the RFQ is made available to any firm other than those known interested through normal procurement advertisements used by the county.

For the RFP to which qualified firms may respond, drafting has already begun and the county will be assisted by engineers under contract to the county for such assistance.

Gary noted that "right of entry" documents were in hand, and as potential property owners are identified for the dispersal fields and treatment plant sites, he will be securing permission for the soils team to evaluate the land.

The PMT members asked clarifying questions, to which Gary and Sue provided responses.

Update on Potential Changes to the Comprehensive Plan and Service District Boundaries:

Andrew Hopewell updated the group on the status of any amendments to the comprehensive plan, and specifically, the service district boundaries.

He reminded everyone that a number of property owners had asked the Board to be removed from the service district resulting in a process established by the Board wherein owners could formally request omission. At the same time, the planning commission initiated a review of the service districts and relevant portions of the comprehensive plan. Once the planning commission's process is complete, a recommendation would be forwarded to the Board for consideration. Thereafter, any individual property owners' applications that were not addressed in the planning commission's update would be considered by the planning commission and Board of Supervisors.

Andrew noted that he expected a public hearing before the planning commission to occur in April (the public hearing will not be in April – the draft is still being worked on to accommodate Planning Commission requests), and that all property owners would be notified once the date is set. PMT members also asked Andrew clarifying questions, to which he responded.

Next Steps:

Gary briefly outlined the key activities to be undertaken by the soils team.

Discussion of Schedule of Future PMT Meetings:

As the hour had expired, Sue asked the group about best meeting dates into 2017. The group agreed by consensus to continue holding PMT Meetings on the second Wednesday of each month at 11 a.m. at Golden Rule Builders conference room (Thank you, Joel!).

Next meetings are scheduled:

- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13