

## **AGENDA**

### **THE COMMISSIONERS OF PUBLIC WORKS OF THE CITY OF SPARTANBURG, S.C.**

**Meeting Place: 301 South Avenue  
Spartanburg, SC 29306**

### **REGULAR MEETING**

**Tuesday, April 27, 2021, 3:00 p.m.  
(or immediately following SSSD meeting)**

This is a regular meeting of The Commissioners of Public Works of the City of Spartanburg, S.C. 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. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 23, 2021 AND EXECUTIVE SESSION MEETING OF MARCH 30, 2021**

**2. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SWS expenditures and revenues for the nine-month period ending March 31, 2021.

**3. HUMAN RESOURCES BUILDING RENOVATION PROJECT**

McMillan Pazdan Smith Architecture performed a needs assessment of the Spartanburg Water Human Resources Building. Based on the findings of the assessment, the following areas present an opportunity for improvement:

- Improve current mechanical system by reconfiguring the existing central heating and air conditioning system and adding additional heating and cooling capacity
- Improve safety at the front entrance as it relates to the existing accessibility ramp and handrail
- Comply with current ADA standards
- Improve visitor experience and access by reconfiguring the front entry area

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- Improve privacy and confidentiality for individual offices
- Improve building security by reconfiguring building and installing access control
- Increase meeting and office space
- Upgrade fire alarm system

To address these needs, five contractors were pre-qualified and invited to submit a response to a Request for Proposal. The project includes the interior renovation of approximately 3,070 square feet of office space. The scope of work includes the following:

- Removal of interior walls, ceilings, and doors to reconfigure offices and support services
- Construction of new interior walls, ceilings, doors, flooring, wall materials and finishes
- New accessible restrooms with new fixtures
- Re-distribution and modification of existing central heating and air ductwork with new grills and registers
- New lighting fixtures, access control system, and fire alarm system
- Exterior improvements to include new front handrails and ramp modifications

Proposals were received on April 7, 2021. The request for proposal drew three responses. The proposals were evaluated by an evaluation committee using a weighted scoring matrix. The matrix rated the responses based on (1) approach and strategy; (2) project schedule; (3) cost; (4) MWBE utilization; and (5) Community Benefit Program. A tabulation of the responses received including cost is listed below:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Dunbar Construction Spartanburg, SC	\$415,720
Harper General Contractors Greenville, SC	\$456,188

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Robins & Morton  
Charlotte, NC

\$596,750

The highest scoring proposal was submitted by Harper General Contractors. Based on the results of their response and matrix score, management recommends an award be granted to Harper General Contractors at a total cost of \$456,188. Funding will be provided by SWS Capital Funds.

**4. WATER QUALITY REPORT**

Management will provide an update on water quality.

**5. REPORT ON DRINKING WATER RESERVOIRS**

Management will provide an update on activities with the drinking water reservoirs.

**6. MASTER SERVICES AGREEMENT FOR PROFESSIONAL CIVIL ENGINEERING, ENVIRONMENTAL AND REGULATORY CONSULTING SERVICES**

Spartanburg Water System (SWS) recently requested a proposal from Rogers & Callcott Environmental to provide a Master Services Agreement for professional services on an as-needed basis.

Rogers & Callcott Environmental is a firm which specializes in a wide variety of disciplines related to the drinking water industry and Spartanburg Water System has had a long standing relationship with Rogers & Callcott Environmental for their laboratory services.

Due to their qualifications, experience, and familiarity with regulations applicable to Spartanburg Water System facilities and systems, SWS is interested in establishing a Master Services Agreement for engineering services as needed.

The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees.

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Management recommends the Commission authorize the Chief Executive Officer enter into a Master Services Agreement with Rogers & Callcott Environmental for professional engineering services.

**7. PREVENTIVE MAINTENANCE AGREEMENT (PMA) – PERKIN ELMER ICP-MS SYSTEM**

This Preventive Maintenance Agreement is for the ICP-Mass Spectrometer, a laboratory instrument, used to analyze drinking water samples for the Safe Drinking Water Act and for support of the water treatment plant operations. Perkin Elmer has quoted an annual PMA for this system for a total cost of \$34,984. Funding will be provided through the Laboratory Services operating budget.

Management recommends the approval of the renewal of this Perkin Elmer Preventive Maintenance Agreement for an amount not to exceed \$34,984.

**8. PROFESSIONAL SERVICES REQUESTED – ARC FLASH ASSESSMENT**

OSHA requires employers to protect employees from electrical hazards in the workplace. One such hazard is arc flash and this phenomenon can occur when an employee works around energized electrical equipment. NFPA 70E, Standard for Electrical Safety in the Workplace, is the standard that mandates employers to conduct an arc flash risk assessment of electrical equipment installed at its facilities and premises, and to review/repeat this assessment at five-year intervals. The assessment must include an engineering analysis of electrical systems to determine if risks exist and to provide warning signs, procedures, and protective requirements for employees. In 2015, Matrix Engineering was selected to perform the engineering analysis.

In order to meet the five-year OSHA requirement, professional engineering services will be required. Based on their past knowledge and experience of the electrical components of the Spartanburg Water System facilities, management is recommending Matrix Engineering from Spartanburg, SC, to complete the arc flash study for Spartanburg Water System at a cost of \$76,000. The service will be funded through the operations budget.

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**9. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – CANNONS CAMPGROUND ROAD**

Recently management received requests from property owners along Cannons Campground Road, located east of Old Converse Road and west of the Pacolet River, concerning the possibility of obtaining water service.

The water main extension consists of approximately 1,250 linear feet of 6-inch water main and one hydrant and is consistent with the SWS Water Main Extension Policy. It will be billed at the outside city rate plus surcharge until such time as the full local share is recovered.

The water main extension has been upsized for future growth in the area to 3,100 linear feet of 8-inch water main and two hydrants, which increased the original project estimate from \$49,500 to \$258,000. The property owner's participation cost is still based on the original estimate of \$49,500 and not the future growth estimate.

Management recommends Commission approve the above.

**10. AGREEMENTS EXECUTED BY THE CHIEF EXECUTIVE OFFICER ON BEHALF OF THE COMMISSION**

The following agreements have been executed on behalf of the Commission by the Chief Executive Officer in accordance with the resolution adopted by the Commission on March 28, 1989.

**A. Inside City Private Fire Service Agreement**

**(1) Hub City Storage**

Hub City Storage located at 111 Southport Road in Spartanburg, SC wishes to connect a 6-inch water line to the Commission's 24-inch water line along Southport Road to serve two private hydrants for the above-mentioned storage facility. Hub City Storage, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.28

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**B. Outside City Water Main Extension Agreements**

**(1) Converse Mill Lofts**

Re-Imagine Converse Mill, LLC is developing the Converse Mill Lofts located at the intersection of East Main Street Extension and Oakland Street near the Pacolet River in Spartanburg. This project will consist of a redevelopment of the existing Converse Mill to include residential and commercial facilities and approximately 82 linear feet of new 8-inch water main. The developer will bear all costs.

**C. Lake Agreements**

Applications have been submitted and all fees have been paid on the following Lake Agreements, associated with new construction and replacement.

- (1) Robert L. Darby and Doris W. Darby**, desire to replace a dock and stabilize the shoreline on Lake Bowen.
- (2) Edward L. Hickman, Jr. and Clarice L. Hickman**, desire to replace a dock on Lake Bowen.
- (3) Daniel A. Pitts and Gena Diane Ford-Pitts**, desire to replace a dock and construct a personal watercraft lift on Lake Bowen.
- (4) James B. Rhinehart**, desires to replace a dock and stabilize the shoreline on Lake Bowen.
- (5) Charles J. and Susannah Swanger**, desire to construct a boat lift on Lake Bowen.

Applications have been submitted and all fees have been paid on the following Lake Agreements, associated with acknowledgement of ownership.

- (1) KCW Family Limited Partnership**, dock replacement and shoreline stabilization on Lake Bowen.

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- (2) **Deborah Dunn**, personal watercraft lift, shoreline stabilization, and dock replacement on Lake Bowen.
- (3) **Michael and Kathryn Harvey**, boat lift, personal watercraft lift, dock replacement, shoreline stabilization, and hard pathway on Lake Bowen.
- (4) **Christine M. Kirby**, dock replacement and shoreline stabilization on Lake Bowen.
- (5) **Joshua D. Powers**, dock replacement and hard pathway on Lake Bowen.
- (6) **John D. Shorter and Michelle L. Shorter**, dock replacement and hard pathway on Lake Bowen.
- (7) **Miroslav and Oksana Tkach**, dock replacement on Lake Bowen.

**D. Encroachment Agreements**

All paperwork, surveys, etc., have been completed and the encroachment agreement has been recorded.

- (1) William, Catherine, & Spencer Evans, dwelling encroachment on Lake Bowen.
- (2) Chad Brannon, dwelling encroachment on Lake Bowen.
- (3) Bill Hannouche, dwelling encroachment on Lake Bowen.
- (4) Harold Hall, dwelling encroachment on Lake Bowen.
- (5) Emily Sims, dwelling encroachment on Lake Bowen.
- (6) Sherry Manry, non-dwelling encroachment on Lake Bowen.

The above is provided as information to the Commission.

**11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

## **AGENDA**

### **THE COMMISSIONERS OF PUBLIC WORKS OF THE CITY OF SPARTANBURG, S.C.**

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### **BUDGET WORK SESSION MEETING**

**Wednesday, April 28, 2021, 8:30 a.m.**

This is a budget work session meeting of The Commissioners of Public Works of the City of Spartanburg, S.C. 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.

This work session will be held to discuss the proposed FY 2021-2022 budget.