

STATEMENT OF WORK (“SOW”)

Littleton Common Sewer Feasibility Study Committee
January 4, 2011
Modified August 25, 2011

LITTLETON COMMON SEWER FEASIBILITY STUDY

1.0 OBJECTIVES

The objectives of this study are to explore the feasibility of implementing a localized sewer utility in the Littleton Common Area, defined as Littleton Village Common District (Area A) and Littleton Village Overlay District West-Beaver Brook (Area B), with regard to sustainability of a clean water supply; economics and practicality; impact – the anticipated environmental and economic impact, both beneficial and detrimental; and consistency with community character. The Committee will respect community preferences and promote participatory government.

2.0 INTRODUCTION/BACKGROUND

2.1 History

The Littleton Common Sewer Feasibility Study Committee (“Committee”) was created and charged by the May 3, 2010 Littleton Special Town Meeting to identify needs and alternatives for providing sewerage to the Littleton Common Area. See Appendix A for Committee Charge. The Committee, appointed by the Board of Selectmen, further clarified its purposes, which is articulated in its mission statement. See Appendix B for Committee Membership and Appendix C for Mission Statement

The creation of a sewer feasibility study was a follow on step to the adoption of zoning amendments which expanded permissible land uses and created controls within the Littleton Common Area for targeted economic development. It was determined that the defined Littleton Common Area shall serve as the local sewer utilities District Service Area. See Appendix D for District Service Area.

Additionally the Committee recommended that its appointing authority accept the donation of consulting services offered by the Charles River Watershed Association (“Contractor”), a Massachusetts non-profit charitable organization, which independently secured grant funding to create a “smart sewerage” sustainability model for a local district-scaled sewer utility. “Smart sewerage” is primarily focused on wise water management, local sewer infrastructure, and service to high density mixed-use community areas, based on environmentally sound and “smart

growth” principles. See Appendix E for Agreement for Accepting Donated Services and Appendix F for “smart growth” definition.

2.2 Dual Purpose

The Committee seeks to explore sewer feasibility within its identified District Service Area in an environmentally and economically compatible manner in accordance with the community character of Littleton through using the Contractor’s donated services. The Contractor intends to provide services to meet the Committee’s feasibility study needs plus explore the opportunity to create the refined and community tested sewer feasibility model as an exemplary model in other Massachusetts communities. The creation of a community tested sewer feasibility model appropriate for replication in other communities is a separate obligation undertaken by the Contractor with its funding grantor.

2.3 Responsible Parties

The Contractor shall provide the Committee with a Project Manager as a single point of contact responsible for work performed and accountable to the Committee. The Committee shall be responsible for governing and supervising the sewer feasibility study work through the Contractor’s Project Manager.

3.0 REQUIREMENTS

3.1 Work Scope

The sewer feasibility study needs to include study of the following components:

Sewage Treatment Plan Design

- 3.1.1** Identify potential locations for the treatment plant.
- 3.1.2** Identify effluent discharge sites, soil conditions, and time of travel from the discharge sites to surface water bodies.

Distribution Design

- 3.1.3** Considering the future land uses of the study area and using the DEP Title V design flows, estimate the maximum design sewage flow generated from the area. Use this flow together with normal sewage strengths to prepare a conceptual design layout of a sewage treatment process and effluent disposal system to groundwater.
- 3.1.4** Assess common density district design concerns, including storm water remediation to include identification of potential methods for and locations of storm water remediation.

- 3.1.5** Analyze the advantages and disadvantages of segmenting the project, developing the properties in phases, and a modular sewer treatment plant construction in phases.

Financing and Economic Viability

- 3.1.6** Investigate the potential uses for the properties within the Common study area for a variety of scenarios, evaluate the likelihood of filling the spaces through a market analysis.
- 3.1.7** Assess the sewer district and analyze the economics of property tax revenues from the district.
- 3.1.8** Analyze life cycle costs and financing options of up to three scenarios of sewerage considering, collection sewers, pumping stations and force mains, treatment process, effluent disposal and monitoring, sites and acquisition. The life cycle costs and financing models will consider funding using but not limited to betterments, connection fees, service and user fees, taxes, agency grants and loans.
- 3.1.9** Analyze methods of funding the plant, including district incremental financing and state and federal grant programs.
- 3.1.10** Analyze the estimated life cycle cost of operations of the treatment plant and energy generation.

Green Initiatives and Sustainable Design

- 3.1.11** Investigate the feasibility of methane/natural gas power generation at the treatment plant, as well as solar and wind energy for energy development and smart growth and investigate developing a septic system utility, advantages, disadvantages and economics.

3.2 Exclusions to Work Scope

The following work is explicitly excluded from the scope of work to be performed:

- CRWA is doing a feasibility study. This excludes final design engineering. CRWA's work will provide the basis for siting, design engineering, and service area. Should the town vote to move forward on the plan, a consulting engineer will need to be retained to do the actual plant design and construction permitting before the plant can be built.

3.3 Project Timeline:

3.3.1 CRWA

Analysis of Potential Ground Water Discharge Sites	2/1/11
Full Buildout Analysis and Wastewater Load	5/1/11
Current Water Use and Wastewater Load	9/1/11

3.3.2 NSU

Prepare Background Information

05/01/11

Conduct Site Visit(s) and Stakeholder Meetings

05/26/11

Quantify Potential Growth for the Development Districts

10/1/2011

Evaluate Technical Feas. & Costs of Waste Tmt./Energy Gen.

10/1/2011

Quantify Net Benefits of Proposed Wastewater/Energy Systems

10/1/2011

Define Wastewater Infrastructure Financing Options

10/1/2011

Prepare Final Report

10/1/2011

4.0 DELIVERABLES

A comprehensive report that summarizes all studies, research, and surveys by CRWA and their subcontractors presented along with maps, charts graphs and additional supporting documents. The report shall include recommendations for the town and the economic analysis with a confidence interval.

5.0 PERIOD OF PERFORMANCE

All components of the Scope shall be completed by September 30, 2011.

6.0 PLACE OF PERFORMANCE

All work will be performed offsite at Contractor's place of business, recognizing that the Contractor may at times need to access municipal information or otherwise temporarily work at municipal facilities to accomplish specific tasks.

7.0 PAYMENTS AND COSTS

7.1 The Contactor is provided no financial consideration, is donating its services to the Committee under a special arrangement with its charitable funding source, and is responsible for all of its own financial obligations, including personnel and subcontractors.

- 7.2 It is recognized that there may be occasions where the Contractor may request the Committee to fund special costs not otherwise covered through its funding source. Any special needs or other expenses shall be submitted to the Committee for preapproval. Upon discretionary approval by the Committee and under the purview of the Board of Selectmen, funding may be provided through the Committee's allocated financial resources.
- 7.3 Changes may be made to scope and task components within the Statement of Work through mutual consent of the Committee and Contractor, without penalty.

8.0 RISKS

The Contractor accepts all risks associated within its work, personnel, and subcontractors.

9.0 ACCEPTANCE

9.1 Criteria

The Committee takes full responsibility for acceptance and validation of the Contractor's work products realizing it is the Contractor's best efforts within the constraints of the SOW. The Contractor shall identify to the Committee any work requiring additional study to resolve ambiguity or determine a necessary higher level of confidence in Contractor's recommendations.

10.0 UNIQUE CONSIDERATIONS

The Contractor's services have been offered and accepted by the Town of Littleton independent of source selection and the Uniform Procurement Act. Acceptance of the Contractor's donated services does not explicitly or implicitly oblige the Town for additional engagements with the Contractor as a potential vendor in the future. There is no quid pro quo offered in exchange for the offered services. Both the Committee and Contractor independently benefit and further the public interests through this unique mutualistic relationship.

11.0 APPENDICES

11.1 A. Charge of the Littleton Common Sewer Feasibility Study Committee with Financing

See Article 6 - Littleton Common Sewer Feasibility Study from the May 3, 2010 Littleton Special Town Meeting below:

<http://www.littletonma.org/content/535/6511/6527/7481/default.aspx>

11.2 B. Committee Membership

See Study Committee Member with Affiliation Table below:

<http://www.littletonma.org/content/49/3594/7918/default.aspx>

11.3 C. Mission Statement

The mission of the Littleton Common Sewer Feasibility Study Committee is to explore the feasibility of implementing a localized sewer utility in the Littleton Common (Littleton Common Village Common District Area A) with regard to:

- Sustainability of a clean water supply
- Economics and practicality
- The anticipated environmental and economic impacts both beneficial and detrimental
- Consistency with community character

The committee will respect consistent preferences and permit participatory government

11.4 D. District Service Area – Littleton Common Area

See below:

http://www.littletonma.org/filestorage/1261/5104/Littleton_Village_Common_District_Map_highres_3_19_10.pdf and http://www.littletonma.org/filestorage/1261/5104/LittletonBeaverBrookOverlayDistrictMap_4_22_10.pdf along with five Beaver Brook Road frontage parcels 14, 14-2, 14-7, 14-8, and 14-11 on Assessor's Map R-18.

11.5 E. Agreement for Accepting Donated Services from Contractor

See below:

http://www.littletonma.org/filestorage/49/3594/7918/CRWA_LittletonSewer_Letter_to_Selectmen.pdf

11.6 F. Smart Growth: Smart Growth channels development and redevelopment to enhance economic growth while reducing overall energy demand and protecting, restoring, and sustaining natural resources.