

ATTENDEES: Radnor Township: Steve Norcini
SWMAC: Heather Gill, Paige Maz, Charles Boschen, Paul Burgmayer,
Joseph Schanne
CH2M: Daniel Wible and Courtney Finneran

PREPARED BY: CH2M

MEETING DATE: April 9, 2015

SUBJECT: Work Session with CH2M

YouTube link: not recorded

Public Comment

- No public comment

SPA Role Discussion

- As the appointed SPA, CH2M shall directly report to Steve
- Any correspondence between SWMAC and CH2M shall copy Steve
- Should the SWMAC request work that is outside of the SPA scope, CH2M shall notify the SWMAC and Steve; should the SWMAC desire work performed outside of the SPA scope, the SWMAC may request a proposal from CH2M for such services
- Task orders up to \$7,500 require approval by the Township Manager and require a cost proposal
- Task orders from \$7,500-\$25,000 can be sole-source and do not require sealed bids, but will require BOC approval
- Task orders greater than \$25,000 require sealed competitive bids
- Professional services do not require a competitive bid, but will require cost proposals
- Steve is still trying to set up a kick-off meeting between Township staff and CH2M HILL
- Discussed SPA tasks, particularly Tasks 2 and 3; Task 1 will be discussed further at future kick-off meeting between Township staff and CH2M
- Task 2:
 - Heather will continue to draft SWMAC meeting agendas and solicit input from SWMAC and SPA prior to posting on Township website
 - Steve will continue to be responsible for printing out copies of materials to be distributed at SWMAC meetings
 - CH2M will be responsible for developing SWMAC meeting summaries and distribute to SWMAC and Township for review within one week of each meeting
 - CH2M will compile all comments and provide final meeting summaries to SWMAC. These will be voted on at next SWMAC meeting and then posted onto the Township website
- Task 3:
 - The process for new RFP/RFQ development is as follows: SWMAC requests RFP, CH2M develops a cost proposal for RFP/RFQ development, Steve reviews and then seeks approval from the BOC; each new RFP/RFQ requires a cost proposal and scope, and will be assigned a separate purchase order
 - Steve to review all RFPs/RFQs developed by CH2M; SWMAC to offer high-level input
 - RFPs/RFQs will be posted to PennBID

Stormwater Budget

- SWMAC has asked CH2M to work with Bill White (Radnor Finance Director) and Steve to get a handle on the Township's stormwater budget, including all approved costs, obligated (or

encumbered) costs, and available funds from the stormwater fee since its inception (including seed money)

- Steve/Finance shall provide a list of all outstanding purchase orders, which are considered obligated costs
- This will help establish the 2015 stormwater budget, as well as inform the 5-year CIP (due in September 2015)
- 2015 stormwater utility bills have already gone out and most of the funds have been collected

SFR Rebate Documentation Review

- CH2M will develop a workflow that will document how SFR rebates will be processed and paid out to applicants
- The BOC will want to review this workflow prior to final approval of the SFR rebate program; the goal is to present this workflow at the one of the May BOC meetings
- The goal is that if approved by the BOC in May, the SFR rebate program could “go live” in June 2015

Ithan Creek Watershed Assessment Discussion

- Discussed revisions to CH2M preliminary proposed approach
- Joe proposed a 2-phase process: Phase 1 would entail the flood analysis and development of high level conceptual solutions with identification of the most severe flooding areas, Phase 2 would entail development of concept plans and RFPs for design services for the three most severe flooding areas (currently identified by SWMAC and BOC to be: Banbury Way/Francis, Radnor Firehouse area and Iven near Municipal Bldg. These were originally identified based on known past flooding and impact to key Radnor safety services (fire and police). Between Phases 1 and 2, CH2M will present Phase 1 findings first to SWAMC and then to BOC
- It is anticipated that this watershed assessment will serve as a model for other watersheds in the Township. The SWMAC discussed the idea that depending on the progress and results that come from the Phase-1 Ithan Creek study, work on the other two Radnor watersheds may not need to be done completely in series (e.g. some parallel activity may be warranted).

Miscellaneous

- Steve has terminated Chagrin Valley Engineers’ work on S. Wayne Ave/Radnor Middle School; CH2M to investigate this area of concern within the contract for the Ithan Creek Watershed Assessment
- Gannett Fleming will soon be finished with their Malin Road culvert study

New Business

- No new business

Next SWMAC meeting: 4/30/15

Action Items

- **CH2M** to review latest SFR rebate application form and provide comments to Credit/Incentive Sub-Committee ASAP
- **CH2M** to submit revised Ithan Creek Watershed Assessment proposal to Township by 4/27/15 (in advance of 4/30/15 SWMAC meeting)
- **CH2M** to develop workflow for SFR rebate payments by 4/30/15 (SWMAC meeting); CH2M to coordinate with Bill White ASAP
- **Steve** to approach BOC about RFQ for on-call stormwater design services; upon approval, CH2M will develop RFQ for such services
- **CH2M** to work with Bill White in order to develop stormwater budget by 5/14/15 (SWMAC meeting); 5-year CIP due in September 2015