

**MEETING OF THE MASSACHUSETTS  
CLEAN WATER TRUST  
BOARD OF TRUSTEES**

October 11, 2023  
1:30 PM

**Location: Remote\***

**NOTICE & AGENDA**

**CALL TO ORDER**

Item #1 **MOTION- VOTE REQUESTED**

Acceptance and approval of minutes of the meeting held on September 6, 2023.

Item #2 **REPORT OF THE EXECUTIVE COMMITTEE**

Item #3 **MOTION- VOTE REQUESTED**

*Prequalification of Additional Consulting Engineering Firm for the Development of Asset Management Plans for Eligible Borrowers*

1. That the recommendation of the procurement management team, established pursuant to the Trust's ongoing request for responses, dated June 2, 2021, distributed to the Board, to prequalify an additional firm to provide consulting engineering services to "eligible entities" that are Massachusetts cities, towns, and utility districts for the development of asset management plans, is hereby approved.
2. That the Board hereby delegates to the Executive Director, and/or other authorized officers of the Trust, all necessary power and authority to take any such further action as necessary to finalize the prequalification of the additional firm.

Item #4 **MOTION- VOTE REQUESTED**

*Approval of Asset Management Program Grant Commitments and Grant Agreements*

<b><u>PAC No.</u></b>	<b><u>Recipient</u></b>	<b><u>Amount</u></b>
<b>CWA-23-08</b>	<b>Dudley</b>	<b>\$111,000</b>
<b>CWA-23-10</b>	<b>Easton</b>	<b>\$81,825</b>
<b>DWA-23-103</b>	<b>Marion</b>	<b>\$33,000</b>

Item #5

**MOTION- VOTE REQUESTED**

***Approval of Lead Service Line Planning Program Grant Commitments and Grant Agreements***

<b><u>PRA No.</u></b>	<b><u>Recipient</u></b>	<b><u>Amount</u></b>
DWL-23-95	Aquarion Water Company – Dover	\$127,000
DWL-23-99	Aquarion Water Company – Millbury	\$168,000
DWL-23-100	Aquarion Water Company – Plymouth	\$128,000
DWL-23-98	Aquarion Water Company – Sheffield	\$130,400
DWL-23-104	Bellingham	\$131,000
DWL-23-102	Belmont	\$96,400
DWL-23-96	Hopkinton	\$127,510
DWL-23-109	Longmeadow	\$191,000
DWL-23-101	North Adams	\$204,000
DWL-23-97	Saugus	\$250,000
DWL-23-108	Uxbridge	\$171,700
DWL-23-106	Wakefield	\$198,800
DWL-23-91	Williamstown	\$119,000

Item #6

**MOTION- VOTE REQUESTED**

***Approval of Community Septic Management Program Commitment***

<b><u>PAC No.</u></b>	<b><u>Borrower</u></b>	<b><u>Amount</u></b>	<b><u>Interest Rate</u></b>
CW-23-07	Nantucket	\$2,000,000	2%

Item #7

**MOTION- VOTE REQUESTED**

***Approval of Clean Water Commitment***

<b><u>PAC No.</u></b>	<b><u>Borrower</u></b>	<b><u>Amount</u></b>	<b><u>Interest Rate</u></b>
CW-20-23	Barnstable	\$14,125,023 <sup>1</sup>	1.5% <sup>2</sup>

Item #8

**MOTION- VOTE REQUESTED**

***Approval of Drinking Water Commitments***

<b><u>PAC No.</u></b>	<b><u>Borrower</u></b>	<b><u>Amount</u></b>	<b><u>Interest Rate</u></b>
DW-23-105	Andover	\$1,800,000	1.5% <sup>2</sup>
DW-23-107	Chatham	\$15,000,000	2%
DW-22-47	New Bedford	\$18,412,748 <sup>3</sup>	0% <sup>4</sup>
DW-23-42	Somerville	\$1,926,577 <sup>5</sup>	0% <sup>4</sup>
DW-22-34	Winthrop	\$1,903,750	2%

<sup>1</sup> First revision, previous PAC Amount \$13,275,023

<sup>2</sup> Housing Choice Loan

<sup>3</sup> First revision, previous PAC Amount \$16,170,000

<sup>4</sup> Lead Service Line Replacement Project

<sup>5</sup> First revision, previous PAC Amount \$1,917,210

- Item #9      **MOTION- VOTE REQUESTED**  
*Approval of the Community Septic Management Program Loan/Local Government Obligation and Financing Agreement*

<u>PRA No.</u>	<u>Borrower</u>	<u>Amount</u>	<u>Interest Rate</u>
CWT-23-07	Nantucket	\$2,000,000	2%

- Item #10      **MOTION- VOTE REQUESTED**  
*Approval of the Clean Water Loans and Financing Agreements*

<u>PRA No.</u>	<u>Borrower</u>	<u>Amount</u>	<u>Interest Rate</u>
CWP-20-23-B	Barnstable	\$850,000	1.5% <sup>2</sup>
CWP-22-65	Barnstable	\$11,000,000	1.5% <sup>2</sup>
CW-22-73	New Bedford	\$1,621,200 <sup>6</sup>	2%
CWP-22-66	New Bedford	\$1,844,744	2%
CWP-22-66-A	New Bedford	\$510,600	2%

- Item #11      **MOTION- VOTE REQUESTED**  
*Approval of the Drinking Water Loans and Financing Agreements*

<u>PRA No.</u>	<u>Borrower</u>	<u>Amount</u>	<u>Interest Rate</u>
DW-20-16-A	Barnstable	\$32,300	0% <sup>7</sup>
DWPLC-22-47	New Bedford	\$18,412,748	0% <sup>4</sup>
DWPLC-23-42	Somerville	\$1,926,577	0% <sup>4</sup>
DWP-22-34	Winthrop	\$1,903,750	2%

- Item #12      **MOTION- VOTE REQUESTED**  
*Authorization of Loan Forgiveness for 2022 Projects*  
That the Board hereby approves principal forgiveness for Loans to the Borrowers, for the 2022 Clean Water Projects and 2022 Drinking Water Projects, in the amounts, all as listed in Schedules 1 and 2; subject to the availability of funds therefor and to the terms and conditions of the Financing Agreements.

- Item #13      **MOTION- VOTE REQUESTED**  
*Approval of School Water Improvement Grant*

<u>Grant No.</u>	<u>Grantee</u>	<u>Grant Amount</u>
SWIG-23-09	Taunton Public Schools	\$30,000
SWIG-23-10	Temple Israel of Natick	\$3,000

## **OTHER BUSINESS**

*(Items not reasonably anticipated by the Chair 48 hours in advance of the meeting)*

## **ADJOURN**

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<sup>6</sup> First revision, previous PAC Amount \$1,950,000

<sup>7</sup> PFAS Remediation Loan

**\*Location: Remote:** Notice is hereby given that the Wednesday, October 11, 2023 meeting of the Massachusetts Clean Water Trust's Board of Trustees will be held through remote participation in accordance with M.G.L.c.30A, §20, as modified by c.20 of the Acts of 2021, c.22 of the Acts of 2022, and c.2 of the Acts of 2023.

Those who would like to attend the meeting, please e-mail [masswatertrust@tre.state.ma.us](mailto:masswatertrust@tre.state.ma.us) to request meeting information. Information to access the meeting will be available through the duration of the meeting. However, we encourage participants to request the information by 5:00 PM the day before the meeting.

To ensure that the audio is clear to all attendees, unless you are actively participating in the meeting, please mute your audio. If you have technical difficulties joining the meeting, please email [masswatertrust@tre.state.ma.us](mailto:masswatertrust@tre.state.ma.us).

**Please Note:** There will be no physical meeting at the offices of the Massachusetts Clean Water Trust.



**Item #1: *Minutes of the Meeting Held on September 6, 2023***

**MEETING OF THE MASSACHUSETTS  
CLEAN WATER TRUST  
BOARD OF TRUSTEES**

September 6, 2023  
1:30 PM

**Location: Remote\***

**Minutes**

**Attendees:** James MacDonald, First Deputy Treasurer, Office of the State Treasurer, Designee  
Maria Pinaud, Director of Municipal Services, MassDEP, Designee  
Timur Yontar, Capital Budget Director, Executive Office for Administration & Finance, Designee

**Also Present:** Susan Perez, Executive Director, MCWT  
Nate Keenan, Deputy Director, MCWT  
My Tran, Treasurer, MCWT  
Sally Peacock, Controller, MCWT  
Nicole Munchbach, Accountant, MCWT  
Pam Booker, Accountant, MCWT  
Sunkarie Konteh, Accountant, MCWT  
Josh Derouen, Senior Program Associate, MCWT  
Julian Honey, Program Associate, MCWT  
Kailyn Fellmeth, Program Associate, MCWT  
Jonathan Maple, Senior Program Associate, MCWT  
Greg Devine, Section Chief, MassDEP  
Emily Kowtoniuk, Legislative Director, Office of the State Treasurer  
Kathleen Baskin, Assistant Commissioner, MassDEP

**CALL TO ORDER:** The meeting was called to order by Mr. MacDonald at 1:31 p.m.

Item #1      **MOTION- VOTE**

The motion was made by Mr. Yontar and seconded by Ms. Pinaud and voted unanimously in favor of acceptance and approval of minutes of the meeting held on August 2, 2023.

Item #2      **REPORT OF THE EXECUTIVE COMMITTEE**

**2024 IUP Project Solicitation**

Ms. Pinaud stated that the project solicitation for the 2024 Intended Use Plans (IUPs) has closed. In total, 212 project evaluation forms (PEFs) were submitted totaling approximately \$2.9 billion in estimated costs.

MassDEP has begun evaluating the PEFs and will develop the project priority lists with the goal of publishing the draft IUPs and having an open comment period by the end of 2023.

### **Lead Service Line (LSL) Grant Allotments**

Ms. Pinaud said that in 2021, the EPA conducted an LSL assessment survey to gather data on the estimated number of LSLs in each state as part of the Drinking Water Infrastructure Needs Assessment Survey. The results of this survey were used to calculate LSL grant allotments among the states. The results led to a 50% funding cut from \$65 million to \$33 million per year for the Commonwealth of Massachusetts.

The EPA is allowing states a one-time opportunity to revise survey results by contacting public water suppliers (PWSs) that previously completed the survey to make more accurate estimates. In 2021, 25% of PWSs that completed the survey reported an unknown number of LSLs. By going back to capture these PWSs to capture actual results, the allotment for Massachusetts could increase.

Additionally, the EPA has developed a more streamlined survey to capture the revised data. The deadline to provide new survey results is the end of November 2023. MassDEP intends to contact the medium and large PWSs that participated in the original survey to complete the revised survey. The revisions may impact Massachusetts' LSL grant allotments from 2024 through 2026.

Item #3

### **MOTION- VOTE**

The motion was made by Ms. Pinaud and seconded by Mr. Yontar and voted unanimously in favor of acceptance and approval of the following:

#### ***Resolution Authorizing the Issuance of Bonds***

That the Executive Director is hereby authorized to provide for the issuance by the Trust of one or more series of bonds (the "Bonds"), which may include (i) State Revolving Fund Bonds for the purpose of financing or refinancing costs of water pollution abatement and drinking water projects for local governmental units and other eligible borrowers and/or (ii) State Revolving Fund Refunding Bonds for the purpose of refinancing all or any portion of the Trust's outstanding bonds; that the Bonds are to be sold by negotiated sale and on a tax-exempt or taxable basis; and in furtherance thereof the Executive Director, with respect to the issuance and sale of the Bonds, is hereby delegated all powers of the Board of Trustees of the Trust under Section 9 of Chapter 29C of the Massachusetts General Laws and authorized to do any and all acts and things and to approve, adopt, execute, and deliver any and all supplemental trust agreements, preliminary and final offering documents, purchase agreements, refunding escrow agreements, and such other documents, certificates, notices, and other instruments as the Executive Director, with the advice of counsel, shall determine to be necessary or desirable in connection with the issuance and sale of the Bonds.

Item #4

### **MOTION- VOTE**

The motion was made by Mr. Yontar and seconded by Ms. Pinaud.

Ms. Perez stated the Trust received 29 responses to the request for responses to be Senior Manager Underwriter for the Trust's Series 25 bond deal. Of these, 15 responses were to be bookrunner and 14 were to be co-manager. The procurement management team is recommending Citigroup to serve as the bookrunner. Citigroup demonstrated strong knowledge of the Trust and its previous bond deals, in addition to their substantial marketing knowledge.

The motion was voted unanimously in favor of acceptance and approval of the following:

***Selection of Senior Manager Underwriter***

1. That the recommendation of the Procurement Management Team, established pursuant to the Trust's Request for Responses: Senior Manager Underwriter, dated July 24, 2023, for the negotiated sale of the Trust's Series 25 Bonds and 2023 Refunding Bonds is hereby approved.
2. That the Board hereby delegates to the Executive Director all necessary power and authority to negotiate and reach agreement with the lead underwriter, acting on behalf of the underwriting syndicate, and to execute and deliver to the lead underwriter a bond purchase agreement for this sale.
3. That the Board further delegates to the Executive Director all necessary power and authority to execute and deliver such other agreements, certificates, notices, and other instruments as the Executive Director deems necessary to ensure the successful sale.

Item #5

**MOTION- VOTE**

The motion was made by Ms. Pinaud and seconded by Mr. Yontar.

Ms. Perez stated the Trust is hoping that more lead service line (LSL) construction projects apply for and move forward with Trust financing by offering 0% interest LSL construction loans. Massachusetts Water Resources Authority offers 0% interest LSL construction loans to member communities which has resulted in fewer LSL construction projects moving forward with Trust financing than expected.

Being able to finance more LSL construction projects will allow us to use our Bipartisan Infrastructure Law LSL Replacement Grant funds.

The motion will apply to 2022 and 2023 IUP projects, and the Trust will continue to monitor availability of funds for future IUP years. In addition to 0% interest loans, eligible communities will receive loan forgiveness through the Disadvantaged Community Program.



The motion was voted unanimously in favor of acceptance and approval of the following:

***Approval of Zero Percent Loan Program for Lead Service Line Replacement***

1. The Trust hereby approves the establishment of a program (the “Program”) to provide assistance in the form of loans at an interest rate of zero percent, as provided in Section 6(c) of the Enabling Act, to eligible Borrowers to fund drinking water projects to remove lead service lines (as determined by the Department of Environmental Protection) (“Lead Service Line Removal Projects”).
2. The Trust has previously approved certain loan commitments and certain loan agreements for Lead Service Line Removal Projects on the 2022 and 2023 Drinking Water Intended Use Plans; each such prior approval is hereby amended to be for a commitment or loan agreement, as applicable, for a zero percent loan in the amount, to the Borrower, and for the Lead Service Replacement Project, all as previously approved.
3. The Trust authorizes and directs the Executive Director, and such other officers of the Trust as the Executive Director may delegate, to develop such additional Program description and documentation and to cooperate with the Department of Environmental Protection to solicit proposals for loans eligible for the Program.

Item #6

**MOTION- VOTE**

The motion was made by Mr. Yontar and seconded by Ms. Pinaud and voted unanimously in favor of acceptance and approval of the following:

***Approval of Asset Management Program Grant Commitments and Grant Agreements***

<b><u>PAC No.</u></b>	<b><u>Recipient</u></b>	<b><u>Amount</u></b>
<b>CWA-23-05</b>	<b>Bedford</b>	<b>\$67,500</b>
<b>CWA-23-04</b>	<b>Franklin</b>	<b>\$150,000</b>
<b>CWA-23-06</b>	<b>Medway</b>	<b>\$150,000</b>
<b>DWA-23-82</b>	<b>Southampton</b>	<b>\$48,000</b>

Item #7

**MOTION- VOTE**

The motion was made by Ms. Pinaud and seconded by Mr. Yontar.

Ms. Perez stated that including the grants up for vote today, 100 LSL Planning Grants have been issued for a total of \$24.3 million. 73 grants totaling approximately \$17.2 million have been issued to disadvantaged communities.

The motion was voted unanimously in favor of acceptance and approval of the following:

***Approval of Lead Service Line Planning Program Grant Commitments and Grant Agreements***

<u>PRA No.</u>	<u>Recipient</u>	<u>Amount</u>
DWL-23-88	Barnstable	\$292,928
DWL-23-07	Franklin	\$143,000 <sup>1</sup>
DWL-23-90	Holyoke Water Works	\$190,000
DWL-23-85	Leicester Water Supply District	\$86,600
DWL-23-92	Middleborough	\$57,800
DWL-23-86	Newburyport	\$207,800
DWL-23-93	North Raynham Water District	\$200,000
DWL-23-89	Northborough	\$72,300
DWL-23-84	Tisbury	\$217,025
DWL-23-94	West Bridgewater	\$43,350
DWL-23-83	West Newbury	\$75,000
DWL-23-87	Whitinsville Water Company	\$85,000

Item #8

**MOTION- VOTE**

The motion was made by Mr. Yontar and seconded by Ms. Pinaud and voted unanimously in favor of acceptance and approval of the following:

***Approval of Clean Water Commitment***

<u>PAC No.</u>	<u>Borrower</u>	<u>Amount</u>	<u>Interest Rate</u>
CW-19-33	Orleans	\$59,684,200 <sup>2</sup>	2%

Item #9

**MOTION- VOTE**

The motion was made by Ms. Pinaud and seconded by Mr. Yontar and voted unanimously in favor of acceptance and approval of the following:

***Approval of Drinking Water Commitments***

<u>PAC No.</u>	<u>Borrower</u>	<u>Amount</u>	<u>Interest Rate</u>
DW-22-31	Blandford	\$1,167,935 <sup>3</sup>	2%
DW-23-60	Mattapoisett River Valley Water District	\$2,195,000 <sup>4</sup>	2%

Item #10

**MOTION- VOTE**

The motion was made by Mr. Yontar and seconded by Ms. Pinaud and voted unanimously in favor of acceptance and approval of the following:

***Approval of the Clean Water Loans and Financing Agreements***

<sup>1</sup> First Revision. Previous PAC and PRA Amounts were \$119,000.

<sup>2</sup> Second Revision. Previous PAC Amount was \$59,409,200.

<sup>3</sup> First Revision. Previous PAC Amount was \$887,935.

<sup>4</sup> First Revision. Previous PAC Amount was \$1,800,000.

<u>PRA No.</u>	<u>Borrower</u>	<u>Amount</u>	<u>Interest Rate</u>
CWP-21-32	Bridgewater	\$35,321,000	0% <sup>5</sup>
CWP-21-32-A	Bridgewater	\$4,792,070	0% <sup>5</sup>
CW-19-33	Orleans	\$59,684,200 <sup>6</sup>	0% <sup>5</sup>
CWP-21-48	Spencer	\$43,463,606	0% <sup>5</sup>
CWP-21-48-A	Spencer	\$3,249,800	0% <sup>5</sup>

Item #11 **MOTION- VOTE**

The motion was made by Ms. Pinaud and seconded by Mr. Yontar and voted unanimously in favor of acceptance and approval of the following:

*Approval of the Drinking Water Loans and Financing Agreements*

<u>PRA No.</u>	<u>Borrower</u>	<u>Amount</u>	<u>Interest Rate</u>
DWP-22-31	Blandford	\$1,167,935	2%
DWP-23-60	Mattapoisett River Valley Water District	\$2,195,000	2%
DW-22-25	Nantucket	\$5,933,945	0% <sup>7</sup>
DWP-23-18	Yarmouth	\$3,584,154 <sup>8</sup>	0% <sup>7</sup>

**OTHER BUSINESS:** None.

**ADJOURN:** The motion was made by Ms. Pinaud and seconded by Mr. Yontar and voted unanimously in favor of adjourning the meeting at 1:44 p.m.

**LIST OF DOCUMENTS AND EXHIBITS USED:**

1. Minutes, August 2, 2023
2. Selection of Senior Manager Underwriter Recommendation Memo and Request for Responses
3. Selection of Senior Manager Underwriter Recommendation Memo and Request for Responses Recommendation Memo
4. Project Descriptions

**\*Location: Remote:** Notice is hereby given that the Wednesday, September 6, 2023 meeting of the Massachusetts Clean Water Trust's Board of Trustees will be held through remote participation in accordance with M.G.L.c.30A, §20, as modified by c.20 of the Acts of 2021, c.22 of the Acts of 2022, and c.2 of the Acts of 2023.

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<sup>5</sup> Nutrient Enrichment Reduction Loan

<sup>6</sup> First Revision. Previous PRA Amount was \$59,409,200.

<sup>7</sup> PFAS Remediation Loan

<sup>8</sup> First Revision. Previous PRA Amount was \$3,365,339.

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**Please Note:** There will be no physical meeting at the offices of the Massachusetts Clean Water Trust.



**Item #2 (*No Reference Documents*)**



***Item #3 Prequalification of Additional  
Consulting Engineering Firm for the Development of  
Asset Management Plans for Eligible Borrowers  
Recommendation Memo and Request for Responses***



**MEMORANDUM**  
**Recommendation**  
**Additional Prequalified Consulting**  
**Engineering Firms**  
**For Asset Management Plans**

To: Board of Trustees, Massachusetts Clean Water Trust

cc: Elizabeth Morocco, Procurement Officer, Office of the State Treasurer  
Joshua Derouen, Procurement Manager

From: Procurement Management Team:  
Nathaniel Keenan, Deputy Director, MCWT  
Maria Pinaud, Director of Municipal Services, DEP  
Robin McNamara, Deputy Director of Municipal Services, DEP  
Ashraf Gabour, Program Manager, DEP  
Jonathan Maple, Policy Analyst, MCWT

Subject: Recommendation of the Procurement Management Team – Additional Prequalified Consulting Engineering Firm to Prepare Asset Management Plans for Eligible Entities.

DATE: October 11, 2023

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On June 2, 2021, the Massachusetts Clean Water Trust (“The Trust”), issued the Request for Responses – Pre-Qualification of Firms (“RFR”) to enable qualified consulting engineering firms to be considered for inclusion in the Trust’s list of prequalified firms from which cities, towns and public water utilities across Massachusetts (in this RFR cities, towns and public water utilities will be referred to as "Eligible Entities") will select to assist them in developing water infrastructure asset management plans (“AMPs”). The RFR remains open for engineering firms to apply on a rolling basis to be added to the prequalified list. This recommendation memo is being submitted to Board in response to the Hazen and Sawyer application that was submitted on August 18, 2023. The RFR is attached as Exhibit A to the memo.

Firms submitted a Response Package that was reviewed and evaluated by the Procurement Management Team (“PMT”). The PMT was comprised of Nathaniel Keenan, the Deputy Director of the Trust, Jonathan Maple, Senior Policy Analyst of the Trust, Maria Pinaud, Director of Municipal Services of MassDEP, Robin McNamara, Deputy Director of Municipal Services of MassDEP, and Ashraf Gabour, Program Manager of MassDEP. Joshua Derouen, Senior Program Associate of the Trust, was the procurement manager and the contact person for this procurement and attended the deliberations and assisted with the process.

Firms continue to submit questions to the Trust and a total of seven questions have been submitted and answered. The Questions and Answers sheet is attached as Exhibit B.

The procurement manager first performed a Phase I review of the responses. This review determined whether the responses were complete and in compliance with the requirements of the RFR and whether any firm was on any federal or Commonwealth debarment order. All the responding firms passed the Phase I review.

Phase II of the review entailed evaluating the responses based on the criteria described in the RFR. The RFR’s evaluation criteria were as follows:

- a. **Personnel (No more than 2 Pages).** Please identify key personnel who will be involved in preparing AMPs for eligible entities. Identify the principal, program manager or member of the Firm who will have primary responsibility for this service. In addition, identify the program manager, and appropriate staff who will be a part of your team. Please provide a brief description of each individual’s relevant technical experience in the preparation of asset management plans and capital improvement plans. This information should include education and experience working with municipalities, districts or other public entities, technical skills, and the role that each individual will serve and their title. Please identify your preferred point of contact, their phone number, and email address that will be displayed on the Trust website
- b. **Experience (No more than 2 pages).** Please provide a list of projects for municipalities or other public entities only in Massachusetts for similar studies or related asset management planning work since January 1, 2017, for which your Firm served as a consultant, and in which staff members identified above participated. In addition to the list mentioned above, please highlight and summarize (1 paragraph minimum each) three (3) relevant projects your firm has completed related to asset management planning. Please note the areas of Massachusetts in which you firm is active.
- c. **References (No more than 1 page).** The Trust requires three (3) references from public entities pertinent to the asset management planning and/or capital improvement plan preparation work that will be performed under this RFR. Briefly describe each client and program served, and the services provided. For each reference include the name, title, address, and phone number for the appropriate contact. Note: If the reference is one of the highlighted projects from Item B in this list, then please note "Description Above" and include the name, title, address, and phone number for the appropriate contact. Only one example may be cited from another state. Please ensure that at least two (2) are from communities in the Commonwealth.



- d. **Cost (No more than 1 page).** What are the costs associated with generating an Asset Management Plan for communities of various sizes? Please be as specific as possible. If costs are defined by ranges of the population served, please describe the reasoning behind the range and what factors may be involved.
- e. **Asset Management Applications and Technology (No more than 1 page).** Describe your firm's experience recommending, implementing, and training on software solutions for asset management. Please also identify explain any hardware solutions you may recommend for asset management planning purposes.
- f. **Deliverables (No more than 2 pages).** Please define the sections of a full AMP and briefly detail what each section should contain. Additionally, please furnish an example of a fully executed AMP, and include as an appendix item. (The appendix does not count toward page limit).
- g. **Expected Role of the Eligible Entity (No more than 2 pages).** Please describe what role you see, if any, that the eligible entity has in the AMP development process. In your Firm's experience, what physical tasks should the eligible entity assist with or where can they provide added value to the process through in-kind services? Please be as specific as possible.
- h. **(Optional) Cyber Security Risk Assessment (No more than 3 pages).** Please describe your firms experience with assessing systems at risk for cyber-attack, data breach, or other cybersecurity vulnerabilities. Additionally, describe your firm's preferred framework for evaluating cyber security risk. If different, please identity any staff that would be included in this project if they are not identified in subsection a above. Please identity any subcontracted entity you may utilize for this activity. Provide at least three (3) examples and references demonstrating your Firm's work on this assessment.

The PMT met on September 25, 2023 to review the latest response and discuss the comparative merits of the response to achieve consensus on scoring. The Firm that completed all necessary steps to gain prequalification scored favorably.

The PMT determined that the firm listed below seeking to be added to the Trust's prequalified list, which had responded subsequent to the July 9, 2021 Response Due Date, shall be a prequalified firm to recommend to Eligible Entities for the preparation of asset management plans of existing water infrastructure. The PMT recommends that the Firm be prequalified to provide these services for a term of three years, with an optional extension of one year. Firms on the prequalified list are not guaranteed to be selected to provide AMP services to eligible entities. The Trust reserves the right to exclude or remove any Firm from the prequalified list at any time at its discretion.

Hazen and Sawyer
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Summary List of all firms being prequalified:

Firms	Prequalified Status	2021 RFR	Cybersecurity
AECOM	New	Prequalified	Yes
Arcadis U.S., Inc	New	Prequalified	Yes
BETA Group Inc	New	Prequalified	No
Brown and Caldwell	New	Prequalified	No
CDM Smith	2017 RFR	Prequalified	Yes
Comprehensive Environmental Inc	2017 RFR	Prequalified	No
Dewberry Engineers Inc.	New	Prequalified	No
DPC Engineering LLC	New	Prequalified	No
EA Engineering, Science and Technology, Inc	New	Prequalified	Yes
Environmental Partners Group, Inc	New	Prequalified	No
GHD Inc	2017 RFR	Prequalified	Yes
GZA GeoEnvironmental, Inc.	New	Prequalified	Yes
Hazen and Sawyer	New	Prequalified	No
Jacobs Engineering Group, Inc	New	Prequalified	Yes
Kleinfelder Inc	2017 RFR	Prequalified	Yes
Stantec Consulting Services, Inc	2017 RFR	Prequalified	No
Tata & Howard, Inc	2017 RFR	Prequalified	Yes
Tighe & Bond, Inc	2017 RFR	Prequalified	No
Weston & Sampson Engineers, Inc.	2017 RFR	Prequalified	Yes
Woodard & Curran, Inc.	2017 RFR	Prequalified	Yes
Wright & Pierce	2017 RFR	Prequalified	Yes

Exhibit A: RFR  
Exhibit B: Questions and Answers



**Deborah B. Goldberg, Chair**  
**Susan Perez, Executive Director**

**Request for Responses (RFR):**

Asset Management Planning Grant Program – Prequalification of Engineering Firms

**Date Posted:** Wednesday, June 2, 2021

**Responses Due:** Friday, July 9, 2021

**Contact Person:** Joshua Derouen, Procurement Manager – [jderouen@tre.state.ma.us](mailto:jderouen@tre.state.ma.us)

2. **Regarding this Request for Responses.** The Massachusetts Clean Water Trust, ("Trust") is issuing this Request for Responses – Pre-Qualification of Firms ("RFR") to set forth guidelines and to establish a process to enable qualified consulting engineering firms ("Firms") to be considered for inclusion in the Trust's list of prequalified firms from which cities, towns and public water utilities across Massachusetts (in this RFR cities, towns and public water utilities will be referred to as "eligible entities") will select to assist them in developing water infrastructure asset management plans ("AMPs").
  - a. **Firms Currently Pre-Qualified.** Firms that are currently prequalified pursuant to the 2017 Prequalification for Consulting Engineering Services RFR (the "2017 RFR") are not required to respond in full to the RFR in order to maintain their prequalified status, but must be responsive to the requirements as listed in Section 13.
  - b. **Firms Not Currently Pre-Qualified.** Firms that are not currently prequalified pursuant to the 2017 RFR must submit a Response Package pursuant to the specifications contained in Section 10.
  - c. **Ongoing Pre-Qualification.** Firms not responding by the RFR Response Due Date listed below in Section 3 may request pre-qualification at a future date by forwarding its response to this RFR in the manner prescribed in Section 10. The Trust will determine its schedule for subsequent pre-qualification.

Firms on the prequalified list are not guaranteed to be selected to provide AMP services. The prequalified firms will be contracting directly with the eligible entity. The Trust reserves the right to exclude or remove any Firm from the prequalified list at any time.

3. **Regarding the AMP Grant Program.** The AMP Grant Program was launched in 2019 and has offered funding to 58 projects to date. The Trust has provided up to \$2 million annually in grant funds to qualifying applicants for the preparation of AMPs for existing water infrastructure that includes either one, two or all three of the following: drinking water, wastewater, and stormwater systems. The AMP grant award is \$150,000 or 60% of eligible project cost, whichever is less. The eligible entities will provide the remaining amount with both In-Kind Services (IKS) and a capital contribution.

The Trust also seeks to expand the eligible activities support by the AMP Grant program to include Cybersecurity Risk Assessment for those eligible entities that already have or will be in the process of developing an AMP. See Section 4 for more details.

For a detailed description of the AMP Grant program, see the Trust's AMP Grant webpage at <https://www.mass.gov/service-details/asset-management-planning-grant-program>.

For a detailed description of the Trust and its programs and other information relative to the Trust, see the Trust's website at <https://www.mass.gov/orgs/the-massachusetts-clean-water-trust>.

4. **Schedule (all dates are subject to change)**

Action	Date and Time
Issuance of RFR:	Wednesday, June 2, 2021
<b>Question Submission Deadline:</b>	<b>Friday, June 11, 2021 by 2 PM EST</b>
Question Response Date:	Wednesday, June 16, 2021
<b>RFR Response Deadline:</b>	<b>Friday, July 9, 2021 by 2 PM EST</b>
Approximate Selection Date:	Wednesday, August 4, 2021

5. **Scope of Services.** The purpose of prequalifying engineering firms is to ensure Firms have the expertise to assist eligible entities in the development of an AMP. An AMP should establish regular maintenance routines for the replacement of critical infrastructure and routine facility maintenance to prevent system failures. The programmatic goal is to provide the information necessary to make budget appropriations and rate system adjustments to ensure that water infrastructure is supported and maintained in a timely and efficient manner.

Prequalified firms must have significant experience in the preparation of public water utility asset management plans, including timing and cost estimates for system upgrades and replacements, and capital improvement plans. Other relevant technical experience may include expertise in the design and construction of water infrastructure and experience with the technical evaluation of water systems including piping, valve systems and hydraulic analysis. It is preferred that the AMP be inclusive of all (drinking water, wastewater, and stormwater) utility sectors overseen by the eligible entity.

AMPs should be developed in accordance with Good Engineering Practices and the EPA issued "Asset Management - A Best Practices Guide, April 2008." MassDEP will consider other guidelines issued by nationally recognized stormwater and wastewater organizations may be considered if approved by the eligible entity and MassDEP. The AMP will not include capital improvement projects for planned infrastructure expansions.

At a minimum, proposed AMPs must include the following activities.

- a. **Asset Inventory.** An activity that expands the asset information and ability to access and organize that information for management purposes. This includes initiating an inventory, verifying available inventory information, expanding the inventory to include previously undocumented assets, expanding the depth of information and attributes assigned to inventoried assets, and mapping.
- b. **Criticality/Risk Analysis.** An activity related to asset characterization and identification of critical assets. This activity includes analysis that contributes to the understanding of the different ways assets might fail and the analysis of the probability of failure based on inventory data such as age, material, expected useful life, maintenance history, operational conditions, etc. Evaluations of the consequences of failure (criticality), such as replacement costs, collateral damage, and reduction in level of service to sensitive customers are also eligible activities. Finally, when the probability of failure and the degree of consequences over a group of assets are factored together (numeric ratings are multiplied) the resulting scores are useful for prioritizing asset replacement.
- c. **Life Cycle Cost (LCC) Analysis.** An activity that applies LCC analysis to inform decisions about capital projects. This includes asset construction, expansion, rehabilitation, or replacement. This may involve a review of pre-existing utility master plans and capital improvement plans to ascertain if LCC was considered in the planning process and to integrate plans like these in the overall AMP.
- d. **Funding Analysis.** An activity that leads to creating a sustainable financial structure for the utility. This includes determining the full cost of service over the long term and creating a rate structure that is suitable for the community. In the case of stormwater utilities, this might mean using the results of asset inventory and analysis to propose a first-time utility fee structure and rates, or to inform capital planning budgets. This also includes periodically reviewing and revising existing rate structures based on up-to-date cost projections and community needs.
- e. **Level of Service.** An activity that clarifies the performance goals and means of measuring performance. The effort may be defining initial Level of Service Goals or refining existing goals based on changing conditions (such as demand, source water quality, regulatory requirements, etc.). Workshops are a common method of defining and getting support for Level of Service Goals from community stakeholders. Level of Service activities may include analyzing performance data, communicating with the public regarding goals and performance, and communicating the relationship between system performance and user rates.
- f. **Asset Management Program Plan (AMPP).** An activity that includes provisions for creating a plan for continuing to operate and maintain the AMP.
- g. **Asset Management Report (AMR).** An activity that includes provisions for generating reports of the conclusions of various asset evaluations and prioritizations, level of service goals and performance analysis, LCC analysis, and rate structure review (etc.), as needed to meet the objectives for the project.
- h. **Public Education.** An activity that includes provisions for sharing the conclusions of the AMP activities or the status and capabilities of the AMP with the public in any format.

Other eligible activities.

- i. **Asset Management Software and Training.** An activity required to select, purchase, install, integrate, and successfully run asset management software. This includes associated training.
  - j. **Stormwater System Utility Plans (SSUPs).** A SSUP may be included in the AMP, so that annual costs to implement the AMP can be determined.
  - k. **Cybersecurity Risk Assessment.** Beginning with the 2022 Intended Use Plan (IUP), the Trust will allow cybersecurity risk assessments to be funded through the AMP Grant program. The Trust believes that these activities are critical to service continuity and fall under asset management planning. Activities are limited to assessment only. Proposed cybersecurity risk assessments should be based on guidance provided by the National Institute of Standards and Technology's (NIST) *Framework for Improving Critical Infrastructure Cybersecurity v 1.1* (2018).
    - i. **Asset Inventory.** Create a comprehensive inventory of digital and physical assets related to cyber risk and catalog their official uses, data processes, and connections. This inventory should document both authorized and unauthorized digital assets that will later be used in a risk assessment.
    - ii. **Risk Assessment.** Classify all systems, assets, and personnel regarding their cybersecurity risk.
    - iii. **Cybersecurity Risk Management and Facility Security Plan.** Develop a practical cybersecurity program that mitigates the risk assessed during the inventory and that follows best practices. This program should include an implementation plan with recommendations for immediate implementation and for future investment.
6. **Questions Concerning the RFR.** Firms that have questions related to this RFR must email their questions to the Contact Person Joshua Derouen ([jderouen@tre.state.ma.us](mailto:jderouen@tre.state.ma.us)) no later than the Question Submission Deadline date, Friday, June 11, 2021 by 2 PM EST. Answers will be posted on COMMBUYS by the Question Response date Wednesday, June 16, 2021.
7. **Communications.** Firms that intend to respond to this RFR are prohibited from contacting any employee of the Trust, the Office of the State Treasurer, or the Massachusetts Department of Environmental Protection (MassDEP) regarding any matters related to this RFR. Firms must only contact the Contact Person, from the date of this RFR until the procurement process has concluded. Any questions, technical inquiries, or other communications related to this RFR are required to be addressed only to the Contact Person. Failure to observe this prohibition shall be grounds for disqualification.
8. **COMMBUYS.** COMMBUYS is the official source of information for this RFR and is publicly accessible at no charge at [www.COMMBUYS.com](http://www.COMMBUYS.com). Information contained in this document and on COMMBUYS, including file attachments and information contained in the related Questions and Answers (Q&A), are all components of the RFR, as referenced in COMMBUYS, and are incorporated into the RFR and any resulting contracts. Firms are solely responsible for obtaining all information distributed for this RFR via COMMBUYS and the Trust accepts no liability and will provide no accommodation to firms that fail to check for amended RFRs and submit inadequate or incorrect responses. It is each firm's responsibility to check COMMBUYS for any amendments, addenda, or modifications to this RFR, and any Q&A records related to this RFR.

9. **Public Record.** All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, Massachusetts General Laws (“MGL”), Chapter 66, §10 and MGL, Chapter 4, §7, Clause Twenty-Six. Any statement in a response that is inconsistent with the foregoing statutes is hereby rejected and will be disregarded.
10. **Response Submission.** Firms must email an electronic copy as a PDF file to the Contact Person. The emailed response must arrive no later than 2 PM EST on the RFR Response Deadline, Friday, July 9, 2021.

All terms, conditions, requirements, and procedures included in this RFR must be met for a response to be qualified as responsive. A response that fails to meet any material term, condition, requirement, or procedure of this RFR may be deemed unresponsive and disqualified. The Trust reserves the right (i) to waive or permit cure of non-material errors or omissions, (ii) to modify, amend or cancel the terms of the RFR at any time, or (iii) to reject any or all bid proposals received in response to this RFR.

A firm or a subcontractor that is currently subject to any Commonwealth or federal debarment order or determination, shall not be considered for evaluation by the Trust.

11. **Contents of the Response.** To be considered complete, the Response Package must include the following:
- a. **Cover Letter.** Limit your response to two (2) pages. A cover letter that is signed by the firm signatory who states that she or he is authorized to bind the firm to the terms of this RFR and the terms and obligations under any contract that results from this RFR and is the person who will perform the services and have primary responsibility for the engagement, and includes any relevant introductory information.
  - b. **Answers to Questions.** A response to each question or requirement listed in Section 12. Firms that already prequalified should respond to Section 13.
  - c. **Mandatory Attachments.** The following mandatory attachments are available on COMMBUYS or as live links in the Appendices to this RFR. Prequalified firms should follow Mandatory attachments notes listed in Section 13.

Appendix	Mandatory Attachments
<b>A</b>	Commonwealth Terms and Conditions
<b>B</b>	Commonwealth Standard Contract Form
<b>C</b>	Massachusetts Substitute W-9 Form
<b>D</b>	Contractor Authorized Signatory Listing
<b>E</b>	Tax Compliance Certification
<b>F</b>	Treasury Supplier Diversity Program
<b>G</b>	Invest in Massachusetts Plan
<b>H</b>	Certificate of Non-Collusion
<b>I</b>	Fidelity Bond or Certificate of Liability Insurance

12. **Procurement Management Team.** Staff from the Trust and MassDEP’s Division of Municipal Services will comprise the Procurement Management Team ("PMT") and will evaluate the Responses. The PMT will make its recommendation to the Board of Trustees for approval.

13. **Response Questions.** Please respond to the following questions and ensure that the response adheres to the stated page limits. The page limit only refers to the document being described and not the requested supporting documents or attachments that may be included as appendices.

Note that response to Section 12(h) is not required, but only those who respond will be eligible for cybersecurity risk assessment activities funded through the Trust's AMP grant program.

- a. **Personnel (No more than 2 Pages).** Please identify key personnel who will be involved in preparing AMPs for eligible entities. Identify the principal, program manager or member of the Firm who will have primary responsibility for this service. In addition, identify the program manager, and appropriate staff who will be a part of your team. Please provide a brief description of each individual's relevant technical experience in the preparation of asset management plans and capital improvement plans. This information should include education and experience working with municipalities, districts or other public entities, technical skills, and the role that each individual will serve and their title. Please identify your preferred point of contact, their phone number, and email address that will be displayed on the Trust website
- b. **Experience (No more than 2 pages).** Please provide a list of projects for municipalities or other public entities only in Massachusetts for similar studies or related asset management planning work since January 1, 2017, for which your Firm served as a consultant, and in which staff members identified above participated. In addition to the list mentioned above, please highlight and summarize (1 paragraph minimum each) three (3) relevant projects your firm has completed related to asset management planning. Please note the areas of Massachusetts in which you firm is active.
- c. **References (No more than 1 page).** The Trust requires three (3) references from public entities pertinent to the asset management planning and/or capital improvement plan preparation work that will be performed under this RFR. Briefly describe each client and program served, and the services provided. For each reference include the name, title, address, and phone number for the appropriate contact. Note: If the reference is one of the highlighted projects from Item B in this list, then please note "Description Above" and include the name, title, address, and phone number for the appropriate contact. Only one example may be cited from another state. Please ensure that at least two (2) are from communities in the Commonwealth.
- d. **Cost (No more than 1 page).** What are the costs associated with generating an Asset Management Plan for communities of various sizes? Please be as specific as possible. If costs are defined by ranges of the population served, please describe the reasoning behind the range and what factors may be involved.
- e. **Asset Management Applications and Technology (No more than 1 page).** Describe your firm's experience recommending, implementing, and training on software solutions for asset management. Please also identify explain any hardware solutions you may recommend for asset management planning purposes.
- f. **Deliverables (No more than 2 pages).** Please define the sections of a full AMP and briefly detail what each section should contain. Additionally, please furnish an example of a fully executed AMP, and include as an appendix item. (The appendix does not count toward page limit).



- g. **Expected Role of the Eligible Entity (No more than 2 pages).** Please describe what role you see, if any, that the eligible entity has in the AMP development process. In your Firm's experience, what physical tasks should the eligible entity assist with or where can they provide added value to the process through in-kind services? Please be as specific as possible.
  - h. **(Optional) Cyber Security Risk Assessment (No more than 3 pages).** Please describe your firm's experience with assessing systems at risk for cyber-attack, data breach, or other cybersecurity vulnerabilities. Additionally, describe your firm's preferred framework for evaluating cyber security risk. If different, please identify any staff that would be included in this project if they are not identified in subsection a above. Please identify any subcontracted entity you may utilize for this activity. Provide at least three (3) examples and references demonstrating your Firm's work on this assessment.
14. **Responses from Firms Currently Pre-Qualified.** Firms that are currently on the prequalified list will need to submit the following items to remain on the prequalified list.
- a. **Personnel Changes (No more than 2 Pages).** Please detail any changes to key personnel, including the firm signatory, or contact information that will be involved in preparing AMPs for eligible entities. If changes have occurred, please supply all information requested in Section 12a. Please identify your preferred point of contact, their phone number, and email address that will be displayed on the Trust website. Resumes may be included as part of your appendix.
  - b. **(Optional) Cyber Security Risk Assessment (No more than 3 pages).** Firms that wish to participate in this activity must submit a response to Section 12h.
  - c. **Mandatory Attachments.** Prequalified Firms will be required to submit an updated Commonwealth Standard Contract Form that will be provided by the Trust after close of the RFR. Firms should confirm if there are any changes to the forms submitted in the 2017 RFR – See Mandatory Forms Table Section 10c C-I.
15. **RFR Evaluation Process.** Proposals from firms will be evaluated based on the following criteria:
- a. **Firm Experience.** Demonstrate that the Firm has experienced personnel who have provided these services and show a detailed understanding of the sections that constitute an AMP and an understanding of EPA's guidance on developing AMPs. Provides references of this work and a fully executed AMP.
  - b. **Project Management.** Defines a clear process for commencing work with a community to develop an AMP. Clearly define what the communities' role should be, if any, in providing in-kind services to help complete the AMP.
  - c. **Technological Expertise.** Demonstrate a clear understanding of available technology to help communities implement an AMP, include a detailed discussion of the pros and cons of software systems in context of the eligible entities' size and current technical base.
  - d. **Overall Ability.** A response should demonstrate the overall ability of the Firm to provide experienced and reliable engineering and technological services to eligible entities throughout the Commonwealth. If subcontractors are to be employed, identification of the services or expertise that will be sought must be included. If known, the name of the subcontractors, their credentials, and references, should also be included.

- e. **(Optional) Cybersecurity Risk Assessment.** Demonstrates ability to assess cyber vulnerabilities of all technological systems within a water utility. Utilizes a clear and reputable framework for evaluating risk. Details required references and provides information for any subcontractor.

The Trust reserves the right to ask all prequalifying firms for additional information that may be deemed relevant to the evaluation and/or to ask certain or all firms responding to this solicitation to make an oral presentation.

The PMT will make a recommendation of firm(s) selection to the Trust's Board of Trustees based on the evaluation of the responses using the above criteria. The PMT may select the responses that demonstrate the "Best Value" overall, including proposed alternatives that will achieve the procurement goals of the Trust. The Trust and the selected firm(s) may negotiate a change in any element of contract performance or cost identified in the RFR or the selected firm response which results in lower costs or in a more cost effective or better value than was presented in the selected firm original response.

The Trust reserves the right to consider other factors, including information that may not be provided in the response if it deems the information relevant to the evaluation and selection process. The Trust reserves the right, but is not obligated, to waive or modify any irregularities in the responses received. The Board will have final authority on the selection of the firm under this RFR.

16. **Contract Documents.** Any contract that results from this RFR shall be comprised of this RFR, the firm's response to this RFR, all applicable Exhibits and Attachments, the Cost Proposal and any Best and Final Offer accepted by the Trust, a completed and signed Commonwealth Standard Contract Form, and the Commonwealth Terms and Conditions and, only if necessary to address matters not covered in the above documents, an engagement letter.



## **Requests for Responses:**

### **Asset Management Planning Grant Program Prequalification of Engineering Firms**

#### **QUESTIONS and ANSWERS**

**Question:** I just wanted to confirm that [FIRM NAME REMOVED] is currently on the list of prequalified firms from the 2017 prequalification process.

**Answer:** Currently prequalified firms are listed on the Massachusetts Clean Water Trust's (the Trust) AMP webpage. <https://www.mass.gov/service-details/asset-management-planning-grant-program>

**Question:** If a firm is already pre-qualified, may we still submit items from Section 12 to supplement items from our previous submittal? If we are able to submit supplementary information, do we need to address all items under Section 12 or can we just provide the necessary updated information? (For example updates to our Asset Management Applications or updated Experience information?)

**Answer:** Prequalified firms will need to submit a cover letter (detailed in section 10), and respond to section 13 in the RFR, please note section 13(b) is optional if they wish to complete cybersecurity risk assessments. Prequalified firms are not required to submit additional information outside of what is being requested in Section 13.

**Question:** Is a cover letter expected for pre-qualified firms?

**Answer:** Yes.

**Question:** The only question/clarification I currently have is related to section 12 part b. The first sentence reads "Please provide a list of projects for municipalities or other public entities *only in Massachusetts...*" (emphasis added); does this mean the Trust will not consider asset management experience from outside the state? Please advise.

**Answer:** Firms may respond with experience gained from outside of Massachusetts, if they are unable to provide relevant experience from Massachusetts. The PMT, at its own discretion, will consider relevant experience from communities outside of Massachusetts.

**Question: Is there a maximum file size for the electronic submission?**

**Answer:** No, there is no file size limit specifically linked to the submission. If a file sharing issue arises please contact Joshua Derouen.

**Question: Based on the Invest in Massachusetts guidance, please confirm that 5% of a firm's evaluation on the technical portion of the proposal will be based on committing to at least 50% of the work being performed in Massachusetts.**

**Answer:** A firm's Invest in Massachusetts commitment will be a factor in the scoring.

**Question: Is the addition of an MBE/WBE firm required for this solicitation?**

**Answer:** No, MBE/WBE is not required, however, it will be a factor in the scoring.

**Question: I think you will see that many communities are looking for funding to start their journey towards compliance with LCRR, specifically the lead service line inventory. This is a GIS application and the asset mgmt. grant program lends itself well to building a GIS system. It also offers a much higher funding level than SRF forgiveness. So I think there might be peaked interest in using this program to fund activities like building a GIS system for the LSL inventory. I am asking DEP on behalf of our clients if this program is appropriate for this activity. The grant program outlines many required activities outside of this scope.**

**Answer:** Utilizing GIS software, applications and devices to develop, maintain and update a system's physical inventory would be an eligible project component under the AMP grant program. Additionally, data migration and training on a new system would be eligible activities. The PMT would need to evaluate the firm's response as it relates to the other scope of work activities to determine the firm's eligibility to be included within the prequalified list of firms.

**Question: I am just curious what a typical timeframe may be for hearing back on this submission (this question relates to the timeframe for the PMT to evaluate a Response received by the Trust in connection with its ongoing pre-qualification).**

**Answer:** As indicated in Section 1 of the RFR, the Trust "will determine its schedule for subsequent pre-qualification," when evaluating responses received. This schedule to evaluate said Responses is typically within a reasonable time not to exceed six (6) months from the date the Response is received.



**Items #4 through #11 *Project Descriptions***

## **Project Descriptions for October 11, 2023**

### **Board of Trustees Meeting**

#### **Asset Management Planning Commitments and Agreements**

##### **Dudley CWA-23-08**

The Town seeks to create a defensible risk-based AMP and capital improvement planning methodology to guide decision making and help prioritize infrastructure rehabilitation, replacement and maintenance activities. Develop inventory and perform condition assessments at the Town-owned and operated sewer pump stations. Estimate cost of asset maintenance and renewal in future years to justify necessary rate increases needed to maintain sewer infrastructure. Enhance existing horizontal and vertical asset GIS data further, so Town staff can utilize the GIS platform to manage their assets and record the condition of assets. Capture the results of the Town's SSES. Incorporate asset management tasks to be performed as part of the Town's Collection System O&M Plan.

##### **Easton CWA-23-10**

To proactively manage improvements and replacements, the Town seeks to gain a high-level understanding of the Town's culvert assets including location, general condition, and needs for repairs and potential replacements. The Town does not currently have an inventory of existing culverts but does have GIS mapping of catch basins. The Town is also interested in the development of priority rankings for culvert improvements, as well as approximate costs. Overall, the Project will assist the Town with information on long term asset management, and pursuit and apportionment of funding for repairs and replacement.

##### **Marion DWA-23-103**

The Project will develop an asset inventory for the Main Pumping Station and Perry Hill Pumping Station that will be used to identify deficiencies and recommended corrective actions as well as to develop preventative maintenance schedules. In addition, the Project will develop a Gate Valve Maintenance and Replacement Program to help identify valves in need of rehabilitation or replacement.

#### **Lead Service Line Planning Program Commitments and Agreements**

##### **Aquarion Water Company – Dover DWL-23-95**

This project includes the evaluation and development of a Lead Service Line (LSL) replacement plan for utility and customer side service line materials connected to AWC's Dover water distribution system in order to meet the 2021 Lead and Copper Rule Revision (LCRR) issued by the EPA. The project is divided into two phases: Phase 1- Initial Water Service Inventory Development and Phase 2- Lead Service Line Replacement Plan. Tasks for Phase I include a review of current water distribution data, field investigations to verify service line materials, and the finalization of an initial inventory. During Phase 2, Engineers will work closely with AWC to produce a LSL replacement plan. The plan will include a procedure for conducting replacements and a funding strategy.

**Aquarion Water Company – Millbury DWL-23-99**

This project includes the evaluation and development of a Lead Service Line (LSL) replacement plan for utility and customer side service line materials connected to AWC's Millbury water distribution system in order to meet the 2021 Lead and Copper Rule Revision (LCRR) issued by the EPA. The project is divided into two phases: Phase 1- Initial Water Service Inventory Development and Phase 2- Lead Service Line Replacement Plan. Tasks for Phase I include a review of current water distribution data, field investigations to verify service line materials, and the finalization of an initial inventory. During Phase 2, Engineers will work closely with AWC to produce a LSL replacement plan. The plan will include a procedure for conducting replacements and a funding strategy. To comply with the LCRR requirements, this work must be complete by October 2024.

**Aquarion Water Company – Plymouth DWL-23-100**

This project includes the evaluation and development of a Lead Service Line (LSL) replacement plan for utility and customer side service line materials connected to AWC's Plymouth water distribution system in order to meet the 2021 Lead and Copper Rule Revision (LCRR) issued by the EPA. The project is divided into two phases: Phase 1- Initial Water Service Inventory Development and Phase 2- Lead Service Line Replacement Plan. Tasks for Phase I include a review of current water distribution data, field investigations to verify service line materials, and the finalization of an initial inventory. During Phase 2, Engineers will work closely with AWC to produce a LSL replacement plan. The plan will include a procedure for conducting replacements and a funding strategy. To comply with the LCRR requirements, this work must be complete by October 2024.

**Aquarion Water Company – Sheffield DWL-23-98**

This project includes the evaluation and development of a Lead Service Line (LSL) replacement plan for utility and customer side service line materials connected to AWC's Sheffield water distribution system in order to meet the 2021 Lead and Copper Rule Revision (LCRR) issued by the EPA. The project is divided into two phases: Phase 1- Initial Water Service Inventory Development and Phase 2- Lead Service Line Replacement Plan. Tasks for Phase I include a review of current water distribution data, field investigations to verify service line materials, and the finalization of an initial inventory. During Phase 2, Engineers will work closely with AWC to produce a LSL replacement plan. The plan will include a procedure for conducting replacements and a funding strategy.

**Bellingham DWL-23-104**

The project consists of inventory of existing services, verification of unknown services, and creating a replacement plan of existing lead services.

**Belmont DWL-23-102**

The Town of Belmont is creating an electronic water service inventory that meets the requirements to have it publicly available and plan for future lead service line replacement efforts. The available tier card records of public side service material and available private side will be inventoried. A GIS solution will be created that will allow the Town to track and monitor water service material.

**Hopkinton DWL-23-96**

This project will include the preparation of a water service line inventory and preparation of a lead service line replacement plan.

**Longmeadow DWL-23-109**

This project includes the evaluation and development of a Lead Service Line (LSL) replacement plan for utility and customer side service line materials connected to the Longmeadow water distribution system in order to meet the 2021 Lead and Copper Rule Revision (LCRR) issued by the EPA. The project is divided into two phases: Phase 1- Initial Water Service Inventory Development and Phase 2- Lead Service Line Replacement Plan. Tasks for Phase I include a review of current water distribution data, field investigations to verify service line materials, and the finalization of an initial inventory. During Phase 2, Engineers will work closely with the Town to produce a LSL replacement plan.

**North Adams DWL-23-101**

This project includes the evaluation and development of a Lead Service Line (LSL) replacement plan for utility and customer side service line materials connected to the North Adams water distribution system in order to meet the 2021 Lead and Copper Rule Revision (LCRR) issued by the EPA. The project is divided into two phases: Phase 1- Initial Water Service Inventory Development and Phase 2- Lead Service Line Replacement Plan. Tasks for Phase I include a review of current water distribution data, field investigations to verify service line materials, and the finalization of an initial inventory. During Phase 2, Engineers will work closely with the City to produce a LSL replacement plan. The plan will include a procedure for conducting replacements and a funding strategy.

**Saugus DWL-23-97**

The scope is comprised of follow-on services based on findings and recommendations from the Phase 1 Water Service Line Inventory project. Phase 2 is necessary to continue developing a lead service line (LSL) inventory by October 16th, 2024 that will meet the requirements of the Lead and Copper Rule Revisions (LCRR) and will include continued record reviews, and refinement of the inventory database developed in Phase 1.

**Uxbridge DWL-23-108**

The Town of Uxbridge water system currently has approximately 3,400 service connections and dates back to the 1890's. The Town has replaced lead pipe when encountered during the course of operations, and Water Division personnel believe that additional LSLs may not be present, however, lead goosenecks are known to have been installed. Uxbridge has documented a partial material inventory of the Town-owned portion of its service lines, but material information on the customer side is largely undocumented. The LCRR-required inventory will need to document the material of both the Town-owned and customer-side service lines, as well as the presence of goosenecks and any galvanized pipe that may have been installed downstream, as the LCRR will require a plan to remove any LSLs or galvanized downstream of lead.

**Wakefield DWL-23-106**

The project will consist of preliminary records screening, including review of record drawings and capital improvement/master plans, as well as digitization of record drawings and valve/tie cards into the Town's GIS data. A GIS map of service line materials will be created and formatted for sharing on the Town's website, and a technical memorandum of findings from the records screening and mapping will be prepared.



### **Williamstown DWL-23-91**

The project consists of collecting and reviewing service water documentation {e.g., recent water meter replacements, water service permits, customer billing database, service cards, building permits, meter installation records, distribution maps and drawing, plumbing codes etc.} to create a lead service line inventory in the form of an Excel spreadsheet, development of promotional/informational literature regarding the need to replace lead service lines and validation of the database of known and unknown lead services identified. Home inspections will be performed as needed to determine private side material. The water system's GIS layer for water services will be updated with the latest tie card information. The LSL inventory will be used to develop a LSL replacement prioritization list and Capital Improvement Plan.

### **Community Septic Management Program Commitment**

#### **Nantucket CW-23-07**

Community Septic Management Program

### **Clean Water Commitment**

#### **Barnstable CW-20-23**

The Strawberry Hill Road Sewer Expansion Project will install approximately 19,000 LF of gravity sewer, 9,300 LF of sewer force main and 1 new pump station. The project will provide a significant portion of the sewer infrastructure needed to address the wastewater needs of the Centerville River Watershed. The project is identified in the Town's Wastewater Plan.

The project involves the installation of sewer infrastructure to accommodate future sewer expansion identified in the Town's wastewater plan. The scope of work will include the installation of gravity sewer along Route 28, a sewer force main in Yarmouth Road will connect the future "Old Yarmouth Road" sewer expansion to the existing collection system and multiple force mains within Route 28.

Barnstable has 27 wastewater pump stations and many of them have equipment that is well over its useful life and requires replacement to prevent anticipated major failures and impacts to public health and the environment. Pump station improvement projects over the next 20 years were identified in the Asset Management Plan. Several factors contributed to the recommendations for improvements in year 1 including the end of service life (useful life) of equipment, coastal resiliency, and energy improvements/electrical upgrades.

This project includes upgrades and modifications to the existing WPCF. These improvements include the addition of two gravity belt thickening units as well as the replacement of other aged systems that have exceeded their useful life. The project seeks to replace or rehabilitate sludge pumps, dry polymer system, sludge holding tanks and blowers, odor control system, instrumentation systems, and other architectural and mechanical systems.

## **Drinking Water Commitments**

### **Andover DW-23-105**

The Project will replace approximately 300 Lead Service Lines within the water distribution system. In April 2022 MassDEP issued ACO 00012844 which requires the Town investigate a minimum of 400 water service lines of unknown material per year and replace a minimum of 25 LSLs per year. Based on extrapolation of early data from the inspection program, an additional 156 service lines are expected to be found to be lead service line containing material. Between 154 existing LSLs in the Town's inventory and expected future LSLs of 156, 300 LSLs are estimated to be replaced.

### **Chatham DW-23-107**

This Project involves the construction of a new water treatment facility to treat the PFAS contamination found in two of the Town's wells. The new water facility will include chemical treatment as well as greensand and PFAS filtration systems. Modifications and upgrades to the well buildings will be necessary to support WTP. The goal of the Project is to remove PFAS, iron, and manganese from the water, providing the Town with safe drinking water.

### **New Bedford DW-22-47**

The City of New Bedford seeks to implement Phase II of its Lead Service Line Replacement Program, an aggressive, multi-year program to replace all remaining Lead Service Lines (LSLs) in the City. This phase of the program will replace about 1, 000 to 1, 500 LSLs in a two-year period throughout the City's water distribution system. The City is committed to protecting public health and continuing to provide safe drinking water to all its customers, and as such, this aggressive Lead Service Line Replacement Program demonstrates that commitment to maintain continued compliance with the Lead and Copper Rule.

### **Somerville DW-23-42**

The Project will implement Phase 3 of the City's annual LSL replacement program and is targeting approximately 100 properties suspected to have LSLs. The City intends to continue to confirm material, remove lead, and improve its inventory until all known lead services are removed.

### **Winthrop DW-22-34**

The Town of Winthrop's Revere Street PRV Station Improvements project will upgrade the Town's main water supply connection to the MWRA system. On December 3rd, 2020, the Town experienced a failure in one of the pressure reducing valves. Due to the condition of the existing valves at the station, the redundant valves also experienced a failure. The Town lost system pressure and fire protection for approximately 1 hour until it's emergency connection with the MWRA system at Deer Island was able to be opened. This project will replace all piping and valves in the PRV station, upgrade the outdated instrumentation and controls at the station, and make improvements to floodproof the station.

## **Community Septic Management Agreement**

### **Nantucket CWT-23-07**

Community Septic Management Program

## **Clean Water Agreements**

### **Barnstable CWP-20-23-B**

The Strawberry Hill Road Sewer Expansion Project will install approximately 19,000 LF of gravity sewer, 9,300 LF of sewer force main and 1 new pump station. The project will provide a significant portion of the sewer infrastructure needed to address the wastewater needs of the Centerville River Watershed. The project is identified in the Town's Wastewater Plan.

The project involves the installation of sewer infrastructure to accommodate future sewer expansion identified in the Town's wastewater plan. The scope of work will include the installation of gravity sewer along Route 28, a sewer force main in Yarmouth Road will connect the future "Old Yarmouth Road" sewer expansion to the existing collection system and multiple force mains within Route 28.

Barnstable has 27 wastewater pump stations and many of them have equipment that is well over its useful life and requires replacement to prevent anticipated major failures and impacts to public health and the environment. Pump station improvement projects over the next 20 years were identified in the Asset Management Plan. Several factors contributed to the recommendations for improvements in year 1 including the end of service life (useful life) of equipment, coastal resiliency, and energy improvements/electrical upgrades.

This project includes upgrades and modifications to the existing WPCF. These improvements include the addition of two gravity belt thickening units as well as the replacement of other aged systems that have exceeded their useful life. The project seeks to replace or rehabilitate sludge pumps, dry polymer system, sludge holding tanks and blowers, odor control system, instrumentation systems, and other architectural and mechanical systems.

### **Barnstable CWP-22-65**

The Town of Barnstable seeks the construction of a new wastewater pump station at 725 Main Street to replace the existing wastewater pump station at 720 Main Street. This older pump station is in poor condition and has reached the end of its design life. This project is consistent with the long-term rehabilitation plan prepared in 2019 for the Town's 27-existing pump stations.

### **New Bedford CW-22-73**

The City of New Bedford seeks to facilitate progress of the IDDE program, to meet requirements of the 2017 MS4 Permit, and executed AO dated December 16, 2019. As part of this third phase of the IDDE program, the City intends to conduct follow-up investigations in the CSO 003, CSO 026 and CSO 027 areas where past field investigations were inconclusive, as well as any necessary follow-up in the CSO 041, CSO 016, DP 133, DP 122, DP 201, CSO 023, CSO 024, and DP 200 areas. Illicit discharges identified during the upstream investigations will be removed from the drainage system under a follow up project.

**New Bedford CWP-22-66**

The City of New Bedford's project includes wastewater collection system improvements through four contracts. Contract 1 - Phase 1 Interceptor and Collector Sewer Rehabilitation Program, Contract 2 - Coggeshall Street Sewer Separation Phase 3, Contract 3 - Illicit Discharge Removal Program, and Contract 4 – Grape Street Collector.

**New Bedford CWP-22-66-A**

The City of New Bedford's project includes wastewater collection system improvements through four contracts. Contract 1 - Phase 1 Interceptor and Collector Sewer Rehabilitation Program, Contract 2 - Coggeshall Street Sewer Separation Phase 3, Contract 3 - Illicit Discharge Removal Program, and Contract 4 – Grape Street Collector.

**Drinking Water Agreements****Barnstable DW-20-16-A**

Airport, Mary Dunn, Hyannis Port, Simmons Pond & Straightway wells, pilot study, conceptual layouts and planning: This project is a continuation of a previously approved project handling chemical contamination at the wells; includes pilot testing of recommended treatment options; develop conceptual layouts, planning schedules for design, construction and capital and operational costs and recommendations on how to proceed. Attached is the Hyannis Water System map, information on contamination of drinking water wells, Production Plan for PFAS ORSG standard of 0.02, and newspaper reports.

**New Bedford DWPLC-22-47**

The City of New Bedford seeks to implement Phase II of its Lead Service Line Replacement Program, an aggressive, multi-year program to replace all remaining Lead Service Lines (LSLs) in the City. This phase of the program will replace about 1, 000 to 1, 500 LSLs in a two-year period throughout the City's water distribution system. The City is committed to protecting public health and continuing to provide safe drinking water to all its customers, and as such, this aggressive Lead Service Line Replacement Program demonstrates that commitment to maintain continued compliance with the Lead and Copper Rule.

**Somerville DWPLC-23-42**

The Project will implement Phase 3 of the City's annual LSL replacement program and is targeting approximately 100 properties suspected to have LSLs. The City intends to continue to confirm material, remove lead, and improve its inventory until all known lead services are removed.

**Winthrop DWP-22-34**

The Town of Winthrop's Revere Street PRV Station Improvements project will upgrade the Town's main water supply connection to the MWRA system. On December 3rd, 2020, the Town experienced a failure in one of the pressure reducing valves. Due to the condition of the existing valves at the station, the redundant valves also experienced a failure. The Town lost system pressure and fire protection for approximately 1 hour until it's emergency connection with the MWRA system at Deer Island was able to be opened. This project will replace all piping and valves in the PRV station, upgrade the outdated instrumentation and controls at the station, and make improvements to floodproof the station.



***Item #12 2022 Clean Water Projects Loan Forgiveness  
Schedule 1 and 2022 Drinking Water Projects Loan  
Forgiveness Schedule 2***

**Massachusetts Clean Water Trust**  
**Loan Forgiveness for the 2022 IUP Projects**  
**Schedule 1 - Clean Water SRF Loan Forgiveness**

<b>Loan Number</b>	<b>Borrower</b>	<b>Loan Amount</b>	<b>Loan Forgiveness</b>	<b>Project Title</b>
CWP-22-65	Barnstable	\$ 11,000,000	\$ 2,563,000	Wastewater Pump Station Replacement Project
CW-22-56	BWSC	20,145,084	4,029,017	South Boston Sewer Separation
CWP-22-34	Brockton	2,173,452	432,517	2023 Sewer System Rehabilitation
CWP-22-39	Chicopee	6,008,000	1,796,392	South Fairview Sewer Separation Project - Phase A
CWP-22-39-A	Chicopee	1,292,000	386,308	South Fairview Sewer Separation Project - Phase A
CWP-22-58	Fitchburg	7,511,358	2,245,896	CSO 010, 032, 045, 083 Separation/Rehabilitation
CWP-22-58-A	Fitchburg	1,414,590	422,962	CSO 010, 032, 045, 083 Separation/Rehabilitation
CWP-22-35	Framingham	9,919,928	1,646,708	Worcester Road Sewer Pumping Station Replacement
CW-22-31	Franklin	33,000,000	3,300,000	BSI Rehab & Replacement with New BS Pump Station
CW-22-57	Littleton	29,438,000	2,943,800	Littleton Sewer System Expansion
CWP-22-69	LWSC	25,000,000	7,475,000	West Lynn Sewer Separation - Phases 3, 4, & 5
CWP-22-66	New Bedford	1,844,744	367,104	Wastewater Collection System Improvements
CWP-22-66-A	New Bedford	510,600	101,609	Wastewater Collection System Improvements
CWP-22-43	Northampton	17,828,800	2,959,581	Northampton WWTP Upgrades
CW-22-28	Orleans	29,443,754	5,888,751	Meetinghouse Pond Area Collection System and PS
CWP-22-49	Quincy	4,679,821	622,416	Quincy Sewer Improvements
CWP-22-49-A	Quincy	290,000	38,570	Quincy Sewer Improvements
CWP-22-55	Revere	8,074,079	1,340,297	Phase 13 Construction- I/I, IDDE, P.S. & Drainage
CWP-22-55-A	Revere	1,780,000	295,480	Phase 13 Construction- I/I, IDDE, P.S. & Drainage
CWP-22-50	Saugus	1,748,703	290,285	Comprehensive Sewer System Rehabilitation- PS-4
CWP-22-36	SWSC	18,627,000	5,569,473	Grit Removal System Upgrade at the SRWTF
CWP-22-36-A	SWSC	3,362,339	1,005,339	Grit Removal System Upgrade at the SRWTF
CWP-22-53	Taunton	2,137,058	425,275	2023 Sewer & Drain Improvements
CWP-22-53-A	Taunton	362,000	72,038	2023 Sewer & Drain Improvements
CWP-22-54	Taunton	4,000,000	796,000	2023 Pump Station Improvements
		<b>\$ 241,591,310</b>	<b>\$ 47,013,818</b>	

**Massachusetts Clean Water Trust**  
**Loan Forgiveness for the 2022 IUP Projects**  
**Schedule 1 - Drinking Water SRF Loan Forgiveness**

<b>Loan Number</b>	<b>Borrower</b>	<b>Loan Amount</b>	<b>Total Loan Forgiveness</b>	<b>Project Title</b>
DW-22-50	BWSC	\$ 2,473,572	\$ 989,429	Elimination of Lead Water Services in Boston
DWP-23-23	Fall River	4,150,000	2,481,700	Lead Service Line Replacement
DWPLC-22-47	New Bedford	18,412,748	11,010,823	Lead Service Line Replacement Program
DWPLC-23-42	Somerville	1,926,577	897,785	Somerville LSL Replacement Program Phase 3
DWP-22-15	Amherst	15,000,000	5,970,000	Centennial Water Treatment Plant Replacement
DW-22-28	Andover	6,989,326	1,397,865	Phase 1 Water Transmission Main Improvements
DW-22-30	Blandford	75,000	15,000	Water Main Replacement & Storage Evaluation
DWP-22-13	Brockton	9,332,000	3,714,136	Transmission Main Replacement Project
DWP-22-11	Fall River	1,841,575	732,947	Wilson Road Booster Pumping Station
DWP-22-40	Fitchburg	3,300,000	1,313,400	Oak Hill Water Storage Tank Replacement
DWP-22-04	Orange	1,120,955	446,140	North Main Street Water Main Replacement
DW-22-36	Scituate	2,368,763	473,753	Stearn's Meadow Water Treatment Plant
DWP-22-43	Somerset	1,353,540	449,375	Booster Pump Station & High Service Area Rehab
DWP-22-34	Winthrop	1,903,750	506,398	Revere Street PRV Station Improvements
DWP-22-35	Winthrop	4,890,101	1,300,767	Revere,Crest,& Grovers Ave. St. Dist. Improvements
DWP-22-51	Braintree	10,000,000	3,160,000	Tri-Town Regional Water Treatment Plant
DW-22-03	Burlington	14,090,350	3,522,588	Mill Pond Water Treatment Plant - PFAS
DWP-22-53	Holbrook	3,200,000	1,222,400	Tri-Town Regional Water Treatment Plant
DWP-22-02	Mansfield	6,999,694	2,211,903	Walsh Well PFAS Treatment System and Well Upgrades
DW-22-25	Nantucket	5,933,945	1,757,161	Water System Expansion West of Nantucket Airport
DWP-22-01	North Attleborough	4,541,545	1,435,128	Emergency Adamsdale Well PFAS Treatment Facility
DWP-22-20	North Attleborough	7,250,061	2,291,019	McKeon WTF PFAS Treatment Facility
DWP-22-52	Randolph	6,800,000	3,046,400	Tri-Town Regional Water Treatment Plant
DW-22-05	Sudbury Water District	3,311,392	827,848	Raymond Road Water Treatment Plant PFAS Treatment
DWP-22-26	Townsend	14,900,000	5,958,158	PFAS Water Treatment Improvements
DW-23-01	Water Supply District of Acton	1,000,000	316,000	PFAS Treatment at North Acton WTP
DWP-22-31	Blandford	1,167,935	446,151	Water Treatment Plant Upgrade
DWP-22-49	East Brookfield	7,869,027	3,005,968	Water Storage Improvements
DWP-22-21	Eastham	15,000,000	4,740,000	Eastham Water System - Phase 2E
DW-22-32	Essex	2,498,980	624,745	Town of Essex's Water Treatment Plant Upgrade
DWP-22-38	Leicester Water Supply District	5,179,421	1,978,539	Water System Interconnection with Worcester
<b>Total</b>		<b>\$ 184,880,257</b>	<b>\$ 68,243,526</b>	



**Item #13 (*No Reference Documents*)**