



# NORTH READING PUBLIC SCHOOLS

*"Pursuit of Excellence"*

**Dr. Patrick C. Daly**  
*Superintendent of Schools*

**Michael A. Connelly**  
*Assistant Superintendent of Finance and Operations*

**Cynthia M. Conant**  
*Director of Student Services*

February 25, 2020

Weston & Sampson Services, Inc.  
Mr. Peter J. Kolokithas  
President  
55 Walkers Brook Drive, Suite 100  
Reading, MA 01867  
e-mail: [Kolokithas.Peter@wseinc.com](mailto:Kolokithas.Peter@wseinc.com)

Dear Mr. Peter Kolokithas:

I am pleased to inform you that Weston & Sampson Services, Inc. is once again being awarded the contract for operations and maintenance services on the North Reading Middle School and High School Wastewater Treatment Facility.

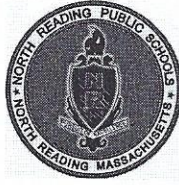
Enclosed is a copy of the contract agreement. Please review and submit a signed copy to my attention.

If you have any questions or would like additional information please contact me at 978-664-7810 ext. 5270. I will be the contact person for any billing and contractual related questions for the duration of the contract. The Supervisor of Building and Grounds, Wayne Hardacker will be the main contact person regarding the operations of the project. Wayne can be reached at 978-664-7810 ext. 5253 or on his cell phone at 978-360-1687. We have been very pleased to date with your services and we are very much looking forward to continuing our working relationship with you.

Sincerely,

Michael A. Connelly  
Assistant Superintendent of Finance and Operations  
North Reading Public Schools

Cc. Wayne Hardacker, Supervisor of Building and Grounds  
Patrick C. Daly, Superintendent of Schools



## NORTH READING SCHOOL DISTRICT AGREEMENT

THIS AGREEMENT made this 25th day of February by and between the North Reading Public Schools, duly organized under the laws of Massachusetts and having a usual place of business at 189 Park Street, North Reading, Massachusetts, hereinafter referred to as the "District", and Weston & Sampson Services, Inc. a Massachusetts corporation having a usual place of business at 55 Walkers Brook Drive, Suite 100, Reading, MA 01867, hereinafter referred to as the "Contractor".

### WITNESSETH:

Whereas, the District invited the submission of proposals for Operation and Maintenance Services of the North Reading Middle School/High School Wastewater Treatment Facility hereinafter "the Project"; and

WHEREAS, the Contractor submitted a proposal to provide the services required, and the District has decided to award the contract therefor to the Contractor.

NOW, THEREFORE, the District and the Contractor agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement are the following: the Request for Proposals dated January 22, 2020, and the Contractor's Non Pricing and Pricing Proposal dates February 12, 2020. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. The Work. The Work consists of providing operation and maintenance services on the North Reading Middle and High School Wastewater Treatment Facility.
3. Term of Contract. This Agreement shall be in effect from July 1, 2020 and shall expire on June 30, 2023 unless terminated earlier pursuant to the terms hereof. There will be an option for the District to renew the agreement for up to two years. The option to renew is solely at the Districts discretion.
4. Compensation. The District shall pay the prices specified in the attached proposal for items and/or services furnished and delivered in carrying out this Agreement.
5. Payment of Compensation. The District shall make payments within thirty (30) days after its receipt of an invoice.
6. Liability of the District. The District's liability hereunder shall be to make all payments when they shall become due, and the District shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the



## NORTH READING SCHOOL DISTRICT AGREEMENT

District or any elected or appointed official or employee of the District, or their successors in office, personally liable for any obligation under this Agreement.

7. Independent Contractor. The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the District for any purpose.
8. Indemnification. The Contractor shall indemnify, defend, and hold the District harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the Contractor's breach of this Agreement or the negligence or misconduct of the Contractor, or the Contractor's agents or employees. PJK  
2/27/2020  
With respect to pollution liability claims, the Contractor shall not be obligated to provide an up-front defense of the District, but shall reimburse the District its legal fees in proportion to the liability of the Contractor.
9. Insurance. A. The Contractor shall obtain and maintain during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the District, as set out in the Request for Proposals or in Attachment A of this Agreement. PJK  
2/27/2020  

Professional Liability and

B. All policies shall identify the District as an additional insured (except Workers' Compensation) and shall provide that the District shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverage's shall be provided to the District upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.
10. Assignment. The Contractor shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the District, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the District. The Contractor must appoint the personnel proposed in section 4 of their RFP dated March 3, 2017, to this contract. This includes the following personnel: John A. Bocchino, Principal in Charge, Peter Kolokithas, President, Operations Manager, James Vurgaropoulos, Project Manager, Wallace Bruce, General Manager/Primary Operator and Secondary Operator, George (Skip) Malonson available as needed, and Robert Poillucci, Backup Operator. The Contractor shall not reassign or make changes to any member of the above personnel assigned to North Reading without first notifying the District and receiving written consent from the District.
11. Termination. A. Termination for Cause. If at any time during the term of this Agreement the District determines that the Contractor has breached the terms of this



## NORTH READING SCHOOL DISTRICT AGREEMENT

Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the District, or by not complying with the direction of the District or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the District shall notify the Contractor in writing stating therein the nature of the alleged breach and directing the Contractor to cure such breach within ten (10) days. The Contractor specifically agrees that it shall indemnify and hold the District harmless from any loss, damage, cost, charge, expense or claim arising out of or resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the Contractor fails to cure said breach within ten (10) days, the District may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the Contractor specifying the effective date of the termination. Upon receipt of said notice, the Contractor shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the District may have against the Contractor up to the date of such termination, and the Contractor shall be liable to the District for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the District.

12. Inspection and Reports. The District shall have the right at any time to inspect the work of the Contractor, including the right to enter upon any property owned or occupied by Contractor, whether situated within or beyond the limits of the District. Whenever requested, Contractor shall immediately furnish to the District full and complete written reports of his operation under this Contract in such detail and with such information as the District may request.
13. Successor and Assigns. This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the District nor the Contractor shall assign or transfer any interest in the Agreement without the written consent of the other.
14. Compliance with Laws. The Contractor shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, including Federal I-9 regulations, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
15. Notice. Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid,



**NORTH READING SCHOOL DISTRICT  
AGREEMENT**

return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

16. Severability. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Contractor submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
18. Entire Agreement. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this day and year first above written.

NORTH READING  
SCHOOL DISTRICT

CONTRACTOR

By: Michael Connelly  
North Reading School District

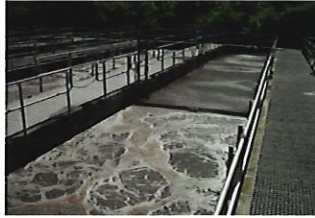
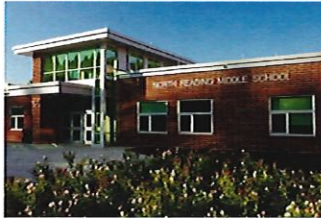
Peter Kolokithas  
Weston & Sampson Services, Inc.

By: February 27, 2020

Name: Peter J. Kolokithas, P.E.  
(Type or Print)

Title: President





restore

enhance

sustain

maintain

# PRICE PROPOSAL

February 2020

North Reading Public Schools

Contract Operation and Maintenance  
Services - Wastewater Treatment Facility



transform your environment

westonandsampson.com

55 Walkers Brook Drive  
Reading, MA 01867  
tel: 508.532.1900





## PRICE PROPOSAL FORM

**(Submit in Separate Envelope - Page 1 of 4)**

The contract for CONTRACT OPERATION AND MAINTENANCE SERVICES shall be for a period of three years (36) months beginning on or about July 1, 2020 and ending June 30, 2023. The contract shall be renewed at the School Department's discretion, on an annual basis or a new contract with another Contractor Operator shall take over responsibility for the WWTF and submitted to DEP for approval.

The cost proposal shall identify any and all terms, conditions, and limitations associated with the Scope of Services, based on design and capabilities of the facilities. The cost proposal shall contain an annual budget, in 2020 dollars, under the following categories.

### COSTS INCLUDED IN CONTRACT

Personnel Services - including salaries, wages, overtime, unemployment compensation, sick leave, medical plans, life insurance, retirement contributions, educational assistance, etc. for on-site staff.

Technical and management support costs including labor and expenses for technical, engineering and management support that is required to implement the Scope of Services outlined this RFP.

Equipment – appropriate office, laboratory, safety, testing and maintenance equipment, tools, required to perform the services described herein.

On-site process control and laboratory supplies - including spare parts and expendables.

Preventive and minor corrective maintenance and repairs - including but not limited to repair/replacement of equipment, housekeeping of the facility interior, minor replacement parts, spare parts, maintenance supplies, etc. Firm shall budget according to their understanding of the WWTF or carry a minimum annual cost of \$1,000 in their base fee.

The School Department will be responsible for the following costs related to the routine operation and maintenance of the WWTF. Damage to School Department's facilities caused by Firm beyond ordinary wear and tear will be repaired at no Cost to the School Department. If not identified hereafter the Firm is responsible for carrying the costs in their base price proposal.

- Chemicals - including all chemicals for the treatment process
- Outside services - including, but not limited to, sludge removal/disposal.
- Non-daily permit compliance monitoring of the influent and effluent from the WWTF.

(A) Costs included in this proposal consist of non-union, non-prevailing wage rates.

## PRICE PROPOSAL FORM

(Submit in Separate Envelope - Page 2 of 4)

- Electricity and telecommunications costs associated with the WWTF.
- Grounds keeping, snow removal from roadways (Firm will be required to perform minor snow removal associated with access to the interior of the facility) and external building maintenance.

The Price Proposal shall include all labor, materials, equipment, tools, insurance, postage, printing, travel and all other necessary expenses to fulfill the requirements of this proposal within the required time. It shall also include all preventative maintenance to the facility as identified herein. It is anticipated that the contract will be a combination of monthly lump sum payments for the standard operation and maintenance requirements. Additional costs related to emergency call backs and non-routine maintenance will be at the rates identified herein. Costs for non-labor items related to non-routine activities will be as provided on Page 4 of this form or where pricing is not established, as agreed to by the Owner. Price Proposals will not be opened and disclosed until after the evaluation of the Technical Proposals.

The undersigned proposes to furnish Request for Proposal for Contract Operation and Maintenance Services, to meet the Specifications as set forth in the document entitled, "Request for Proposals" due February 14, 2020 for the North Reading Middle & High School Wastewater Treatment Plant for the following Contract Price:

Year 1: July 1, 2020 through June 30, 2021 \$ 64,900

Year 2: July 1, 2021 through June 30, 2022 \$ 67,200

Year 3: July 1, 2022 through June 30, 2023 \$ 69,600

Total Price

\$ 201,700



**PRICE PROPOSAL FORM**  
**(Submit in Separate Envelope - Page 4 of 4)**

The WWTF is anticipated to require very minimal major equipment replacement or repair. Firms shall identify labor and equipment costs associated with major maintenance that may be required during the life of the Contract. Costs presented shall be inclusive of all tools, equipment, travel, etc. associated with providing the personnel identified below. Costs of replacement parts shall be at cost plus the mark-up identified below, as agreed to by Owner.

	July 1, 2020 through June 30, 2021	July 1, 2021 through June 30, 2022	July 1, 2022 through June 30, 2023
<b>Technician</b>	<div>\$ <u>145</u><sup>(A)</sup> Fixed Hourly Rate</div>	<div>\$ <u>150</u><sup>(A)</sup> Fixed Hourly Rate</div>	<div>\$ <u>155</u><sup>(A)</sup> Fixed Hourly Rate</div>
<b>Instrumentation/ Electrician Specialist</b>	<div>\$ <u>155</u><sup>(A)</sup> Fixed Hourly Rate</div>	<div>\$ <u>160</u><sup>(A)</sup> Fixed Hourly Rate</div>	<div>\$ <u>165</u><sup>(A)</sup> Fixed Hourly Rate</div>

**Replacement Part/Equipment Mark-up:** 15%

(A) Labor rates above consist of non-union, non-prevailing wages.

**SIGNATURE** Peter Kolokithas

**NAME** Peter J. Kolokithas, PE

**COMPANY** Weston & Sampson Services, Inc.

**ADDRESS** 55 Walkers Brook Drive, Suite 100, Reading, MA 01867

**Telephone/Fax** (978) 532-1900

**REVISED PRICE PROPOSAL FORM**  
**(Submit in Separate Envelope - Page 3 of 4)**

The WWTF has been in operation since August 2014 it is anticipated that non-routine maintenance will be minimal for a facility of this age and condition. Additionally the facility is currently serviced by an alarm auto-dialer. The WWTF includes a telecommunications link to allow personnel access to the SCADA system from off-site via web access. The SCADA access is anticipated to eliminate on-site response as a result of nuisance/non-emergency alarms. At this time, firms shall assume 2 emergency calls per month. Firms will only be paid for those alarms it receives **and** provides on-site personnel and support. **Payments for emergency services will only be made for those that require immediate attention. Payments will only be made for the actual time required to address the emergency on a per hour basis. Hourly rates provided should be inclusive of any applicable travel time costs. All hours associated with emergency services must be well documented and included on invoices.**

	July 1, 2020 through June 30, 2021	July 1, 2021 through June 30, 2022	July 1, 2022 through June 30, 2023
<b>Alarm Response for on-site personnel visit - Price per hourly</b>	\$ <u>145<sup>(A)</sup></u> Hourly	\$ <u>150<sup>(A)</sup></u> Hourly	\$ <u>155<sup>(A)</sup></u> Hourly

Determination of the applicability of the Massachusetts Prevailing Wage statutes to any party performing specific work assignments directed herein shall rest solely upon the Firm. Inclusion of the Schedule of Rates in this RFP is informational for firms; the School Department does anticipate that certain work assignments will require certain tradespersons be paid the applicable Prevailing Wage. Wage reports are to be submitted to the School Department as required by law when workers perform tasks where prevailing wage applies to work as performed. Firm shall notify the School Department should an updated wage schedule be required for determining applicable wages to be paid for covered work that is to be performed under this RFP. **Firms will be required to notify the School Department within 24 hours of response to any call-back via email.**

(A) Alarm responses detailed above consist of non-union, non-prevailing wage rates for wastewater operator response, including telecommunications access and travel time.

**END OF ADDENDUM NO. 1**





# TECHNICAL PROPOSAL

February 2020

North Reading Public Schools

Contract Operation and Maintenance  
Services - Wastewater Treatment Facility

restore

enhance

sustain

maintain

Weston & Sampson<sup>SM</sup>

transform your environment

[westonandsampson.com](http://westonandsampson.com)

55 Walkers Brook Drive  
Reading, MA 01867  
tel: 508.532.1900



**COPY**





Following Page	Executive Summary
Section 1	Qualifications
Section 2	Capabilities
Section 3	Scope of Services
Section 4	Staffing
Appendix A	Background of Firm
Appendix B	Resumes of Project Personnel
Appendix C	Evidence of Insurance Coverage
Appendix D	Proposal/Certification Forms
Appendix E	Sample Agreement
Under Separate Cover	Price Proposal





February 14, 2020

Michael Connelly  
Director of Finance and Operations  
North Reading School Department  
189 Park Street  
North Reading, MA 01864

Re: Proposal for Contract Operation and Maintenance Services: RFP No. 20-02  
North Reading Middle and High School Wastewater Treatment Facility

Dear Mr. Connelly:

Weston & Sampson Services, Inc. is pleased to present this proposal to the North Reading School Department for operation and maintenance (O&M) services of the Membrane Bioreactor (MBR) wastewater treatment facility (WWTF) servicing the Middle and High School complex. Weston & Sampson Services has been successfully providing the school department with these services since the treatment facility started up in 2014 and looks forward to a continuing relationship.

With our local presence, Weston & Sampson Services' company mission is to provide superior service and timely response to our clients' water and wastewater needs at competitive costs. With our qualifications and experience in operations and maintenance, coupled with the repair and maintenance services of our direct affiliate Weston & Sampson Construction, Maintenance and Repair, Inc. (CMR), Weston & Sampson Services will provide the North Reading School Department with an unparalleled level of service. We are fully committed to being attentive to your needs and to efficient, cost effective O&M services to your wastewater system.

Weston & Sampson Services has operated and maintained membrane bioreactor, sequencing batch reactors, activated sludge (extended air), and fixed film wastewater systems as described in Section 1 of our proposal. Manufacturers such as BioProcess, SUEZ, Smith & Loveless, GE, Aquapoint, USEMCO, US Filter, FR Mahoney, and Tetra Technology are just a few wastewater suppliers that can attest to Weston & Sampson Services' extensive knowledge of operations and maintenance.

Weston & Sampson Services currently operates more than 100 wastewater treatment facilities throughout New England, more than half of which provide tertiary treatment. Currently, Weston & Sampson Services operates ten facilities utilizing membrane technology similar to that of the North Reading Public Schools, including other BioProcess filtration systems. Our qualified operations staff dedicated to the North Reading Public Schools' WWTF has extensive experience with this complex membrane technology. In addition, Weston & Sampson Services has been working with the School Department's consulting engineer, Martinage Engineering Associates, Inc. (MEA), on various projects for many years.

Please note that Weston & Sampson Services was in attendance at the February 4, 2020 pre-bid conference. Also, we are in receipt of Addendum No. 1 issued February 10, 2020.

We look forward to continuing our work with the North Reading School Department on this project. If you have any questions regarding our proposal, please feel free to contact me at (978) 532-1900, extension 2295.

Sincerely,

WESTON & SAMPSON SERVICES, INC.



Peter J. Kolokithas, PE  
President











## Introduction

Weston & Sampson Services, Inc. offers many years of relevant experience, qualified personnel, expert management and support teams, and a wide variety of excellent services. Our facilities and personnel have been recognized on several occasions for our outstanding achievements. We will provide a staff of operations specialists who have extensive operational knowledge and experience. Our staff is comprised of qualified engineers, certified operators, and expert maintenance and repair technicians who are specifically experienced in various aspects of wastewater and water treatment, pumping, and collection/distribution. We pride ourselves in the diversity of our personnel and their combined professional backgrounds. Our expertise provides us with the skills to handle the multi-disciplinary concerns imposed by this project.

## Corporate History and Background

Weston & Sampson Services is an affiliate of Weston & Sampson Engineers, Inc. (WSE). Weston & Sampson Services was established in 1992 specifically to offer expanded services in operation and maintenance (O&M) to municipal, industrial, and commercial clients. WSE had been providing these services under its O&M Services Group since 1986. Weston & Sampson Services' primary mission is to provide superior service and timely response to our clients' challenges at competitive costs.

In addition to our staff of qualified individuals, Weston & Sampson Services has a direct link to the technical advice and engineering services of WSE. WSE, in business for over 120 years, provides professional engineering services to communities throughout New England. WSE is a full-service environmental consulting firm that supplies professional engineering services to public, private, and agency clients. WSE specializes in wastewater collection and treatment, groundwater, water supply and distribution, and hazardous and solid waste management.

Weston & Sampson Services also brings to the project the expertise of Weston & Sampson's Construction, Maintenance and Repair division (CMR). This team of specialized repair and maintenance professionals allows us to provide many focused services such as pump and valve repair/replacement, instrument calibration and telemetry work. Because Weston & Sampson Services, Inc. has this in-house capability, we reduce the dependence on costly outside contractors and therefore, provide an opportunity for cost savings over our competitors who must contract out these services.

## Corporate Organization

The Weston & Sampson family of companies is privately owned by approximately 60 employee stockholders, providing full service Environmental and Civil engineering, contract management, and repair and maintenance services, focused on water and wastewater conveyance and treatment. Weston & Sampson Engineers, Weston & Sampson Services, and Weston & Sampson CMR are three operating companies under the management and financials of the holding company Weston & Sampson, Inc. Weston & Sampson is an Equal Employment Opportunity and Affirmative Action Employer.

The headquarters for the Weston & Sampson family of companies is located at 55 Walkers Brook Drive, in Reading, Massachusetts. Weston & Sampson satellite offices are located throughout New England and in many states along the east coast. Weston & Sampson Services administers all of its O&M services from its Reading, Massachusetts office.

Weston & Sampson CMR maintains a repair shop in Woburn, Massachusetts, which is fully equipped with vehicle lifts, work benches, hand and pneumatic tools, welders, drills, and bearing presses to accommodate water and wastewater equipment refurbishment needs.

larger  
co - more  
years in  
business +  
experience  
larger  
operation  
+  
teams



## Financial Status and Insurance Coverage

As it has been profitable since its inception, Weston & Sampson Services possesses the financial fortitude to carry out the work described in our scope of services, as detailed in Section 3 of this proposal. Weston & Sampson Services had gross revenues of over \$10 million last year.

Weston & Sampson Services carries industry-standard insurance policies for the protection of itself and its clients, through Ames & Gough of Quincy, Massachusetts. Evidence of Weston & Sampson Services standard insurance coverage may be found in Appendix C.

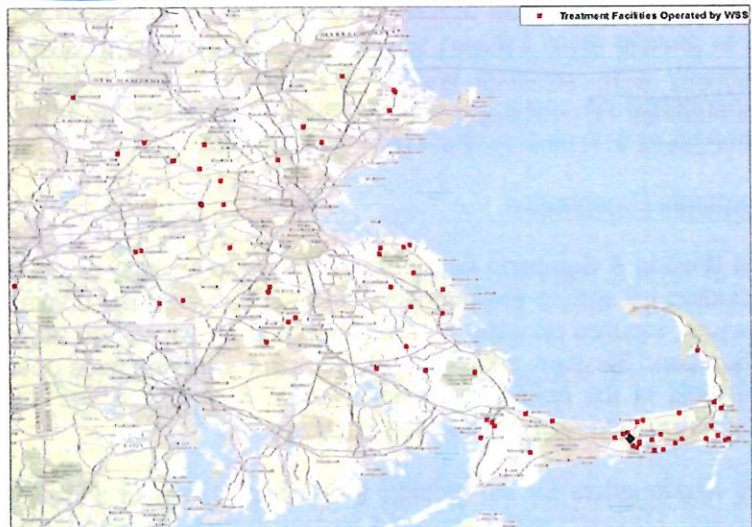
## Litigation and Performance Measures

Weston & Sampson Services has not had litigation or fines brought against itself within the last five years by an owner, and has not had any enforcement actions or penalties assessed by any regulatory agency having jurisdiction over permit compliance, worker health and safety, labor laws, affirmative action, etc. related to the services provided under this proposal.

## Relevant Experience

Weston & Sampson Services can offer the highest level of service because we understand and can meet your goals through our experience with not only the North Reading Public Schools' WWTF since 2014, but also facilities of similar size and complexity throughout New England. The information presented below will illustrate that most of our clients have retained Weston & Sampson Services through multiple contract periods. Over the past ten years, more than 90 percent of Weston & Sampson Services' contract O&M clients have chosen to renew their service agreements through multiple contract periods. Weston & Sampson Services' clients have chosen not to renew or extend their service agreements only in situations where contract O&M services were no longer necessary – i.e. connection to municipal sewer or decommissioning of treatment works.

Weston & Sampson Services currently operates more than 100 wastewater treatment facilities throughout New England, more than half of which provide tertiary treatment including ten membrane filtration systems. Additionally, Weston & Sampson Services has extensive experience in operating and maintaining wastewater treatment facilities servicing public schools. Weston & Sampson Services currently provides daily O&M services to several wastewater facilities in and around the North Reading area. A map illustrating the location of many of our facilities is displayed to the right.



Operations staffing information has been provided for each of the following reference projects. At these projects, Peter Kolokithas, President, serves as Principal-in-Charge and has additional support from John Bocchino, Vice President. Robert Roland, Regional Manager, provides operations management support for many of the referenced projects, and Marianna Coombs provides compliance management services. Our proposed Primary Operator, Wally Bruce, lives locally and provides daily O&M services to four wastewater treatment facilities in North Reading, including the North Reading Public Schools' WWTF.

Strong  
Record of  
Continued  
Business  
+  
Client  
Satisfaction  
+  
More  
Contracting  
Firm



## Reference Projects: Membrane Technology WWTF Projects

Project: North Reading Middle and High School WWTF  
Client Contact: Michael Connelly  
Director of Finance & Operations  
North Reading Public Schools  
Telephone: 978-664-7810 ext. 5270  
Project Cost: \$60,900 annually  
WWTF Address: Park Street  
North Reading, MA  
Size of Facility: 17,500 gpd  
Treatment Type: BioProcess Membrane Bioreactor  
Date of Service: August 2014 – Present  
Operations Staff: Wally Bruce, Robert Poillucci

---

Project: Edgewood Luxury Apartments WWTF  
Client Contact: Brian Burnham  
Regional Property Manager  
Lincoln Property Company  
Telephone: 603-591-6677  
Project Cost: \$97,800 annually  
WWTF Address: Lowell Street  
North Reading, MA ✓  
Size of Facility: 63,240 gpd  
Treatment Type: Rotating Biological Contactor with BioProcess UltraFiltration System  
Date of Service: June 2017 – Present  
Operations Staff: Wally Bruce, Jim Vurgaropoulos

---

*already in  
North Reading*

Project: Legacy Farms Private WWTF  
Client Contact: Roy MacDowell, III  
Baystone Development  
Telephone: 781-894-9898  
Project Cost: \$92,700 annually  
WWTF Address: Clinton Street  
Hopkinton, MA  
Size of Facility: 184,500 gpd  
Treatment Type: Zenon Membrane Technology  
Date of Service: May 2013 – Present  
Operations Staff: Bob Poillucci, Charlie Colson

---

Project: Redbrook Mixed Use Development  
Client Contact: Jim Kane  
Vice President  
Email: jkane@admakepeace.com  
Project Cost: \$264,660 annually  
WWTF Address: Wareham Road  
Plymouth, MA  
Size of Facility: 395,000 gpd  
Treatment Type: BioProcess Membrane Bioreactor  
Date of Service: August 2014 – Present  
Operations Staff: Jim Wilson, Skip Malonson

---

Project: The Charles at Bellingham  
Client Contact: Matthew Sussman  
JRK Investors  
Telephone: 631-707-4799  
Project Cost: \$118,440 annually  
WWTF Address: Main Street  
Bellingham, MA  
Size of Facility: 54,000 gpd  
Treatment Type: Amphidrome with Pall Membrane Filter  
Date of Service: August 2005 – Present  
Operations Staff: Charlie Colson, Robert Poillucci

---

Project: Middlesex School WWTF ✓  
Client Contact: George Torigian  
Director of Facilities  
Telephone: 978-371-6572  
Project Cost: \$142,800 annually ✓  
WWTF Address: Lowell Road  
Concord, MA ✓  
Size of Facility: 52,000 gpd ✓  
Treatment Type: US Filter Membrane Technology  
Date of Service: January 2004 – Present  
Operations Staff: James Arthur, Jim Vurgaropulos

---

Project: North Easton Village Residential Development  
Client Contact: David J. Field, P.E.  
Director of Public Works  
Town of Easton  
Telephone: 508-230-0800  
Project Cost: \$90,403 annually  
WWTF Address: Main Street  
North Easton, MA  
Size of Facility: 36,000 gpd  
Treatment Type: Zenon Membrane Bioreactor ✓  
Date of Service: July 2014 – Present  
Operations Staff: William Patton, Russ Stewart

---



---

Project: Cotuit Landing Retail Development  
Client Contact: Bruce Canuel  
BSC Services  
Telephone: 401-556-0427  
Project Cost: \$39,600 annually  
WWTF Address: Falmouth Road  
Barnstable, MA  
Size of Facility: 21,600 gpd  
Treatment Type: Zenon Membrane Bioreactor  
Date of Service: August 2016 – Present  
Operations Staff: John Nelson, Scott Kraihanzel

---

Project: Guilford Commons Retail Development  
Client Contact: Steve Petrovski  
Regional Property Manager  
DDR Corporation  
Telephone: 508-872-1257  
Project Cost: \$62,400 annually  
WWTF Address: Boston Post Road  
Guilford, CT  
Size of Facility: 18,700 gpd  
Treatment Type: Zenon Membrane Bioreactor  
Date of Service: March 2016 – Present  
Operations Staff: Ken Levesque, Bill Idarola

---

Project: Max's Place Retail Development  
Client Contact: Lea Engels  
Lyman Real Estate  
Telephone: 860-887-5000  
Project Cost: \$53,500 annually  
WWTF Address: Spencer Plains Road  
Old Saybrook, CT  
Size of Facility: 117,50 gpd  
Treatment Type: Zenon Membrane Bioreactor  
Date of Service: June 2014 – Present  
Operations Staff: Ken Levesque, Bill Idarola

---

Additional reference projects are available upon request. Please note that the scope of services provided to the above-detailed projects is similar to that proposed for the North Reading Public Schools' WWTF.









### Full Service Capabilities

Weston & Sampson Services offers O&M services for a variety of different types of facilities:

- Wastewater treatment plants;
- Wastewater pump stations;
- Collection and distribution systems;
- Water treatment plants;
- Water pump stations;
- Remediation/recovery pump stations;
- Drainage pump stations; and
- Landfill leachate treatment and pump stations.

In providing O&M services to our clients, Weston & Sampson Services is committed to rendering a quality product. The following is a brief description of the types of services that we offer our clients.

**Contract Operations:** Weston & Sampson Services provides full- and part-time contract operations. We supply the required services for proper daily operation of the project facility(ies).

**Facility Start-Up:** Weston & Sampson Services provides complete start-up services for all types of water and wastewater treatment plants and pump stations, including the observation of contractor startup, training, and instrumentation and controls adjustments.

**First Year Operation and Maintenance:** Weston & Sampson Services provides complete equipment inspection and maintenance during the one-year warranty period of a new facility. This service ensures that manufacturer warranties are optimized during the first year and the resolution of startup problems.

**Industrial Pretreatment Programs:** Weston & Sampson Services provides advice and assistance to clients required to develop and maintain comprehensive industrial pretreatment programs. This includes supplying written programs, sampling and technical assistance.

**Training:** Weston & Sampson Services offers comprehensive field and classroom training. Our supervisory and staff training has included start-up, operation, preventive and corrective maintenance, and safety. Weston & Sampson Services also offers a thorough confined space entry training program.

**Preventive Maintenance:** Weston & Sampson Services provides a variety of preventive maintenance services including site visits, evaluations, reports, instruction, inspection, management, schedules, and programs. Weston & Sampson Services also offers full contract preventive maintenance.

**Corrective Maintenance:** Weston & Sampson Services provides scheduled and emergency corrective maintenance services as part of contract operations.

**Operation and Maintenance Manual Preparation:** Weston & Sampson Services prepares O&M Manuals for new facilities and updates existing ones. Weston & Sampson Services stresses the importance of maintaining a "user-friendly" O&M manual at all facilities.

**Troubleshooting:** Weston & Sampson Services provides testing, evaluation, and troubleshooting for a wide variety of mechanical, electrical, hydraulic, and process problems including process control, troubleshooting, tuning, pumping, equipment vibration analysis, and cathodic protection testing as well as electrical and instrumentation analysis.

**Electrical and Instrumentation Repair and Service:** Weston & Sampson Services provides installation, calibration, troubleshooting, and repair for instrumentation and telemetry. Weston & Sampson Services' in-house maintenance staff is qualified to perform controls and instrumentation calibration work, which is often subcontracted by our competitors, thereby saving our clients' contractor markup cost.

**On-Call Services:** Weston & Sampson Services offers 24-hour, on-call services 365 days a year for emergencies. Our on call services include technical assistance, advice, and/or repair work. Our regular clients receive top priority from our in-house maintenance staff; we strive to provide uninterrupted service for their facilities.

**Capital Improvement Program (CIP) and Station Evaluation:** Weston & Sampson Services provides onsite engineering evaluations of treatment and pumping facilities. These facility evaluations result in multi-year capital improvement programs which prioritize short and long term capital expenditures for our private and municipal clients.

**Written Programs Formulation and Preparation:** Weston & Sampson Services can provide staff with assistance with the development of written programs. Written programs such as Emergency Response, Cross Connection Control, Hydrant Flushing, Collection System Flushing, and Gate Valve Exercising are some of the many programs we can assist with.

**Management Assistance:** Weston & Sampson Services assists supervisors, managers, and other assigned personnel in developing budgets, preparing administrative and regulatory reports, and analyzing O&M and improvement costs.

### Corporate Resources

The Weston & Sampson Services team has access to the support resources of Weston & Sampson Engineers and CMR to provide you with technical and administrative support expertise for this project. The following project resources are based out of Weston & Sampson Services' headquarters, located in Reading, Massachusetts.

#### Management Principles

Our corporate mission, in performing this project assignment, is to provide proactive operation and maintenance of the North Reading's School Department's facilities in a cost-effective manner, while offering you the most courteous and responsive service possible.

The corporate management team consisting of Peter Kolokithas, Weston & Sampson Services' President, assisted by John Bocchino, Vice President; Robert Roland, Regional Manager; and James Vurgaropoulos, Project Manager, will assist the onsite team in the technical support of this project. The Weston & Sampson Services team believes that responsibility for the success of a project involves the senior management working "hand-in-hand" with the onsite staff.

We also believe that our clients should be given the opportunity to provide us feedback on our performance; we invite you to provide us with input.

#### Engineering

Weston & Sampson Services' President, Peter Kolokithas, is a registered Professional Engineer in both Massachusetts and New Hampshire. Peter has an extensive background in wastewater engineering and



has served as the Senior Engineer or Project Manager on a wide variety of municipal wastewater, sewer, and I/I projects.

In addition to our staff of qualified individuals, Weston & Sampson Services has a direct link to the technical expertise and engineering services of Weston & Sampson Engineers. WSE, with over 120 years of service to its clients, provides professional engineering services to communities throughout New England and the East Coast. WSE is a full-service environmental consulting firm that supplies professional engineering services to public, private, and agency clients. WSE specializes in wastewater collection and treatment, groundwater, water supply and distribution, and hazardous and solid waste management.

The direct link between Weston & Sampson Services and WSE allows for the mutual and shared support of each company. WSE provides Weston & Sampson Services' clients with as-needed professional engineering services, and conversely, Weston & Sampson Services offers advice during design, construction, and start-up, as well as O&M support, on projects built by WSE. The partnership between our firms provides quick response to our clients' needs, produces a better overall product, and ensures cooperation between engineers and operators. Additional information on the background and offerings of the Weston & Sampson family of companies is available upon request.

### Maintenance

A key element to the successful operation of any sanitary sewer system is proper maintenance. Weston & Sampson Services employs full-time, in-house maintenance and repair personnel who are skilled in pumps, valves, instrumentation, variable frequency drives, telemetry, generators, and a variety of other mechanical and electrical services. They will be available, as needed, to perform preventive and corrective maintenance, both on a scheduled and emergency basis.

In addition to regular facility maintenance, the expertise of Weston & Sampson CMR makes us capable of providing many specialized services such as instrument calibration and telemetry work. Because Weston & Sampson Services has this in-house capability, we reduce the dependence on costly outside contractors and therefore, provide an opportunity for cost savings over our competitors who must contract out these services.

### Health and Safety

Weston & Sampson Services will provide and be responsible for all necessary safety equipment and instruction to our personnel in accordance with applicable local, state, and federal regulations. David Wright, Weston & Sampson's Health and Safety Manager, has been in the health and safety industry for over 25 years and is experienced with OSHA, EPA, DOT and HAZMAT protocols. David is responsible for the management of Weston & Sampson Services' safety programs and procedures.

#### Staff Safety Training

Weston & Sampson Services has implemented a mandatory online weekly training program for all of its technical and field employees. Each week, a brief, industry-pertinent safety topic is presented and discussed, followed by a quiz.

Weston & Sampson Services also conducts quarterly seminars for its staff members, covering a wide range of industry-pertinent safety topics such as electrical safety, hazard communication, personal protective equipment, confined space entry, first aid, and excavation safety.



### Site Safety Audits

Weston & Sampson's Health and Safety Professionals conduct regular work site audits. Random audits of existing operations and construction sites are conducted in association with OSHA standards, and are a practice that Weston & Sampson employs to ensure that its Health and Safety practices are being followed in accordance with company policies.

### Training

Weston & Sampson Services will provide training for its personnel in the areas of operation, maintenance, safety, supervisory skills, laboratory, reclaimed water, odor control, and energy management.

John A. Bocchino, Vice President of Weston & Sampson Services, serves as the lead trainer for comprehensive on-the-job and classroom training. He provides supervisory and staff training in the areas of start-up, operation, preventative and corrective maintenance, and safety. John also serves as the lead trainer for Weston & Sampson Services' confined space entry training program and is a faculty instructor for the New England Water Works Association (NEWWA) back flow tester and cross connection surveyor certification program at various locations throughout New England, Pennsylvania, and New Jersey.

Weston & Sampson Services is authorized by the Massachusetts Board of Certification of Wastewater Treatment Plant Operators to provide training contact hours (TCHs) for more than ten safety and technical courses.

### Compliance Management

Compliance support will be provided by Marianna Coombs. Marianna has a background in laboratory analysis, quality control, and data management. Marianna also assists with project financial management and contract administration.

### Human Resources

Weston & Sampson Services' Human Resource needs are managed on a full-time basis by Colleen A. Manning. Colleen, and her full-time assistants, manage personnel benefits such as health insurance, retirement and recruitment, and hiring and orientation of new personnel. Human Resources works to increase department efficiency, streamline operations, and continue to keep open and consistent communication with employees.

### Career Development

In the past few years, the Weston & Sampson family of companies has placed a greater emphasis on employee training. It is our goal to create a continuous learning environment where employees are given the opportunity to expand their skills, abilities, and potential. Our employees must keep pace with advancing technology. As a company we must provide the resources while our managers offer coaching, mentoring, and counseling.

In 2008, we developed the KEEP program - Knowledge, Expertise, Excellence, Practice - to further brand our internal training program. For 2020 and beyond, we will continue to offer all employees technical skills and personal development training. The goal is to emphasize to employees that training and keeping up with skills is an important aspect of being successful at Weston & Sampson.



### Recruiting

One important aspect of recruiting for our industry is the critical skills shortage of individuals becoming certified water and wastewater operators and civil and environmental engineers. It is important that we attend as many seminars/meetings as possible to offer our support in students becoming interested in math and science and ultimately civil engineering. This may also include visits to high schools, participating in organizations that cater to students, job shadowing, etc. We also have continued to develop relationships with colleges by offering scholarships and internships, and by participating in special mock interview nights.

### Accounting

Weston & Sampson Services will utilize its accounting department personnel and computerized accounting system to track project budgets and produce monthly invoices. Our internal accounting department provides the invoicing, budget control, insurance, and general accounting services for Weston & Sampson Services.

Our policy is to share all operational information with our clients. All technical, budgetary, and financial information related to the project will be available. We will submit reports to the North Reading School Department on a regular basis detailing notable events that occurred, financial status of the project, including tracking of maintenance and capital accounts, maintenance job tasks, and all reports generated for regulatory agencies.

Weston & Sampson employs an online interactive computer system to plan, monitor, manage, and control the use of resources. In-house software will track projects by task. This system has components for job cost, payroll, purchasing, accounts payable, general ledger, and invoicing. All work activity budgets, commitments, expenditures, forecast and completion, and variances will be tracked.

The structure for the project cost accounting system provides for the totaling of data across all project phases and major tasks and subtasks. This feature enables upper-level managers to view the whole project with an overview of data relevant to each segment of the work, while job and task managers can view very detailed data on their specific responsibilities. Additionally, this software enables the project manager to track costs compared to budgets for specific time periods, and to track costs compared to the total budget. This software automatically updates estimated costs at completion to assist in project control. The integrity of the accounting system is maintained by a strong emphasis on internal accounting controls of accounts receivable, payable, payroll, general ledger inventory, and job cost.









### 3: SCOPE OF SERVICES

1. Weston & Sampson Services will manage, operate, and maintain the WWTF, within its design capacity and capability and the requirements of the facility's Groundwater Discharge Monitoring Permit (GWDP# 931). Weston & Sampson Services may alter the process and/or facilities to achieve the objectives of this proposal, provided, however, that no alterations will be without the North Reading Public Schools' approval. In case of an emergency, Weston & Sampson Services will take such actions necessary to protect the health, safety, and welfare of the public.
2. Weston & Sampson Services will staff the WWTF with operators who have met the licensure requirements of the Commonwealth of Massachusetts. The Primary Operator will hold, at a minimum, a Grade 4M wastewater license.
3. Weston & Sampson Services personnel will assist the consulting engineer, North Reading Public Schools' representatives, and the Massachusetts Department of Environmental Protection (MassDEP) in reviewing procedures and results, and will provide feedback relative to the performance and operation of the facility. Additionally, Weston & Sampson Services will take part in training events conducted by the process vendor, construction contractor, and other applicable parties.
4. Weston & Sampson Services will work with the School Department's engineer to implement and approve updates to the facility's O&M Manual and submit it to MassDEP on behalf of the North Reading School Department. Weston & Sampson Services will also assist in updating the manual as necessary to keep pace with regulatory requirements.
5. Routine operator coverage will be provided for up to two (2) hours per day, five days per week, Monday through Friday during normal business hours, excluding state and federal holidays, to include onsite O&M and offsite monitoring through the SCADA system. Additional onsite/offsite hours, which may be required for non-routine activities or to maintain permit compliance, will be billed additionally at rates provided in the Price Proposal. Routine O&M of the facility will be conducted in accordance with the requirements presented in the RFP and supplementary appendices.

Knowledge  
of  
SCADA  
System.

- 5.1 **Routine Operation:** Weston & Sampson Services will perform routine operational services including, but not limited to:
  - a. Inspect plant equipment and effluent disposal area
  - b. Assess flow conditions entering the facility and make necessary process adjustments based on assessments
  - c. Record daily flow volumes, filter backwash cycles, runtimes for pumps and blowers, and other pertinent data
  - d. Inspect instrumentation and electrical components
  - e. Maintain operations log and spare parts inventory
  - f. Conduct process control analysis of wastewater samples as necessary
  - g. Check bar screen for residue and clean screen as needed
  - h. Inspect and schedule pumping of sludge holding tanks – sludge pumping will be scheduled by Weston & Sampson Services utilizing a subcontractor approved by and paid for by the North Reading School Department
  - i. Maintain sufficient inventory of treatment chemicals and operating supplies – chemicals will be ordered by Weston & Sampson Services and the costs will be paid directly by the North Reading School Department

- 5.2 **Routine Maintenance:** Weston & Sampson Services will schedule routine maintenance with on-site



### 3: SCOPE OF SERVICES

personnel as needed to ensure that the treatment plant continues to operate efficiently and to minimize interruption. Routine maintenance will include:

- a. Normal maintenance of all equipment per manufacturer's instructions, including such items as changing of oil, repacking seals, and parts lubrication. Please note that any materials or consumables utilized during normal maintenance activities will be billed against the maintenance allowance as described in the Request for Proposals.
  - b. Cleaning and maintenance of the treatment plant building (process area, office and laboratory) and equipment. Weston & Sampson Services, Inc. will maintain a neat and orderly facility. This includes general housekeeping, sweeping, dusting and trash removal.
  - c. Electrical maintenance is not included which requires the services of a licensed electrician.
  - d. Maintain all records and schedules of maintenance and inspections in a computerized format both onsite and backed up in our Peabody, MA headquarters. Onsite records, compliance logbooks, and backups are provided in order to provide the OWNER with 24-hour a day access
6. Compliance Monitoring: Weston & Sampson Services understands that the North Reading Public Schools' consultant engineer will be responsible for collection of samples to satisfy the monitoring requirements of the facility's GWDP. Weston & Sampson Services will collect samples as necessary to perform field testing, or lab analysis, for process control and treatment optimization.
  7. Compliance Reporting: Weston & Sampson Services will prepare reports summarizing monitoring activities, operations, process control and maintenance events, expenditures, and major facility activities, for submittal to the School Department and its consultant engineer. Weston & Sampson Services understands that submittal of monthly discharge monitoring reports to regulatory agencies will remain the responsibility of the consultant engineer.
  8. Non-Routine Maintenance: Weston & Sampson Services will coordinate non-routine maintenance and repair services for the WWTF. Working with the North Reading Public Schools, Weston & Sampson Services will assist in maintaining and enforcing equipment warranties and work to minimize costs for repairs by implementing a proper preventative maintenance schedule. Labor-related costs for non-routine repairs will be billed at rates detailed in the Price Proposal. Costs for subcontractor services necessary for any non-routine maintenance or major equipment repairs will remain the responsibility of North Reading School Department.
  9. Health and Safety: Weston & Sampson Services will provide necessary safety equipment and instruction to our personnel in accordance with applicable local, state, and federal regulations. We have a comprehensive, in-house safety program in place that focuses on training and onsite audits. Random audits of existing operations and construction sites are conducted in association with OSHA standards and are a practice that Weston & Sampson Services employs to ensure that its Health and Safety practices are being followed in accordance with company policies.
  10. Due to the limited Scope of Services contained in this proposal, and the periodic nature of scheduled visits to the WWTF, Weston & Sampson Services will not be held responsible for compliance with local, state, and/or federal regulations. Similarly, Weston & Sampson Services cannot be held responsible for variations in influent characteristics or toxic loading to the facility but will assist in mitigating the effects of a high strength or toxic waste stream. Additionally, any discharges (e.g. spills, bypasses, or interruption of service due to significant maintenance events) will be accompanied by sufficient notice to the MassDEP in accordance with Notification Procedures outlined in the facility's GWDP. Weston & Sampson Services will not be responsible for payment of fines unless Weston & Sampson Services is negligent in its own operation of the WWTF.



### 3: SCOPE OF SERVICES

11. Weston & Sampson Services will provide reasonable access to the WWTF for the School Department's personnel on a twenty-four (24) hour per day basis. Visits may be made at any time by any of North Reading Public Schools' employees so designated by the project representative. Keys for the facility will be provided to Weston & Sampson Services. All visitors to the facility will comply with Weston & Sampson Services' operating and safety procedures. Additionally, Weston & Sampson Services personnel will accompany regulatory agencies appearing onsite during any inspections.
12. Weston & Sampson Services will provide twenty-four (24) hour per day coverage at the facility to receive and respond, within two (2) hours, to emergency situations or complaints from local, state, and/or federal agencies having jurisdiction over the facility. Coverage will be provided cell phone during the hours that staff are not regularly scheduled to be at the WWTF site.
13. Weston & Sampson Services will provide School Department, in writing on the day services begin under this proposal, the name(s) of Weston & Sampson Services authorized representative(s).
14. Weston & Sampson Services will perform other services that are incidental to, but not included in the Scope of Services, as directed by North Reading Public Schools. Such services will be invoiced at rates described in the Price Proposal. Weston & Sampson Services understands that the plant may experience increased flows as a result of the feasibility project that is exploring the addition of existing town buildings to the Schools' WWTF.
15. Weston & Sampson Services will assist School Department in maintaining WWTF warranties and guarantees now or hereafter existing.

#### RESPONSIBILITIES OF THE NORTH READING SCHOOL DEPARTMENT

The School Department will retain responsibility for items as listed below:

1. Fund all necessary Capital Expenditures based upon yearly appropriation.
2. Keep in force all WWTF warranties, guarantees, easements, and licenses that have been granted to the OWNER and are not transferred to Weston & Sampson Services under this proposal.
3. Pay all property, franchise, or other taxes associated with the WWTF in accordance with the OWNER's tax status other than taxes imposed upon Weston & Sampson Services' net income.
4. Provision for and payment of all utilities, treatment chemicals, sludge pumping and disposal, and supplies necessary for usage incurred during normal plant operation and maintenance for this wastewater facility.
5. Provide to Weston & Sampson Services, in writing, on the day services begin under this proposal, the name of the School Department's authorized representative.
6. Maintain the WWTF building, surrounding grounds, and distribution field, including the removal of snow and provision for access to the groundwater monitoring wells, pump stations, and WWTF.
7. Provision for annual inspections and/or regeneration of fire extinguishers at the WWTF.
8. Provision for generator maintenance and repair and associated costs.









We have assembled a uniquely and highly qualified team of senior level water and wastewater professionals with over 100 combined years of wastewater experience to provide the North Reading School Department with superior wastewater treatment facility O&M. We will provide well-qualified and experienced support personnel, as well as licensed operators to perform the day-to-day O&M. Our operators, technical, and maintenance personnel will be available 24 hours a day, 365 days per year, to respond to alarms and emergency situations within fifteen minutes by phone and two hours onsite, as weather and traffic permits, if necessary.

### Operations

Weston & Sampson Services will provide qualified personnel to effectively and efficiently operate the WWTF. Since the treatment plant will be equipped with an alarm system for all vital systems, it can be properly operated, in accordance with MassDEP requirements, on a part-time basis. Routine operator coverage will be provided for up to two (2) hours per day, five (5) days per week, Monday through Friday, excluding state and federal holidays.

Weston & Sampson Services will provide primary, secondary, and backup operations staff each holding the appropriate wastewater licenses as required by, and in good standing with, the Commonwealth of Massachusetts. Secondary and backup operators will be available when the primary operator is unavailable for any reason. Each of Weston & Sampson Services' licensed wastewater treatment operator is qualified in the technical, bench top laboratory, and general administration procedures necessary to satisfy MassDEP's regulatory requirements and provide services in a responsible, professional, and effective manner.

Presented below is a table summarizing the qualifications of the Weston & Sampson Services personnel, who will be dedicated to the North Reading Public Schools' WWTF.

Name	Position	Years Experience	MA Credentials
Peter Kolokithas, PE	President	26	<ul style="list-style-type: none"> <li>Professional Engineer (MA and NH)</li> <li>Water: T2 and D1</li> <li>Certified Backflow Surveyor</li> </ul>
John Bocchino	Vice President	38	<ul style="list-style-type: none"> <li>Wastewater: 5C</li> <li>Collection Systems: Grade 4</li> <li>Water: T4 and D4</li> <li>Certified Backflow Trainer, Tester, and Surveyor</li> </ul>
Robert Roland	Regional Manager	25	<ul style="list-style-type: none"> <li>Wastewater: 5C</li> <li>Water: T4 and D4</li> <li>Certified Backflow Tester and Surveyor</li> </ul>
James Vurgaropoulos	Project Manager	35	<ul style="list-style-type: none"> <li>Wastewater: 5C (MA) and Grade 2 (NH)</li> </ul>
Wallace Bruce	Primary Operator	27	<ul style="list-style-type: none"> <li>Wastewater: 6C (MA), Grade 3 (NH), and B-4 (ME)</li> <li>Collection Systems: Grade 4</li> <li>Water: D4</li> </ul>
Robert Poillucci	Secondary Operator	43	<ul style="list-style-type: none"> <li>Wastewater: 5C</li> </ul>
David Wright	Health and Safety Manager	25	<ul style="list-style-type: none"> <li>OSHA: Certified Safety Professional</li> <li>OSHA: Certified Construction and General Industry Trainer</li> <li>Educator at Keene State College</li> </ul>
Marianna Coombs	Business Supervisor	13	<ul style="list-style-type: none"> <li>Wastewater: 4M and 1I</li> <li>Water: T1</li> </ul>



Peter Kolokithas, John Bocchino, and Robert Roland will provide O&M, management, and administrative support for this project. Marianna Coombs will provide compliance oversight and Jim Vurgaropulos will provide technical operations, troubleshooting, and management expertise to the North Reading Public Schools' WWTF. Wally Bruce and Bob Poillucci, whose qualifications and experience exceed the requirements of MassDEP, will provide the operational coverage for the WWTF. Each of these operators has several years of experience providing O&M services to WWTFs with membrane technology, and Wally is especially familiar with the North Reading Public Schools' WWTF as he currently provides O&M services at this plant.

In addition to our management strength, we have a team of over 25 Massachusetts-licensed wastewater operators servicing facilities similar in size, complexity, and technology as North Reading Public Schools' WWTF. Also, Weston & Sampson Services has been providing O&M services to the Schools' WWTF since its 2014 startup, and therefore, no transition will be required, which will ensure consistent, uninterrupted services. Our dedicated team has the proven ability to coordinate with the School Department, its service suppliers, and its consulting engineer (MEA). Also, with our extensive experience in providing O&M services throughout New England, our operations and management staff has a working relationship with regulatory agencies and is proficient in the rules and regulations established by these agencies.

### Maintenance

A key element to the successful operation of the wastewater treatment plant is proper maintenance. Weston & Sampson Services employs full-time, in-house maintenance and repair personnel who are skilled in pumps, valves, instrumentation, variable frequency drives, telemetry, generators, and a variety of other mechanical and electrical services. They will be available, as needed, to perform preventive and corrective maintenance, both on a scheduled and emergency basis.

In addition to regular facility maintenance, the expertise of Weston & Sampson CMR makes us capable of providing many specialized services such as instrument calibration and telemetry work. Because Weston & Sampson Services has this in-house capability, we reduce the dependence on costly outside contractors and therefore, provide potentially significant cost savings over our competitors who must contract out these services.

Weston & Sampson CMR maintains a repair shop in Woburn, Massachusetts, which is fully equipped with vehicle lifts, work benches, hand and pneumatic tools, welders, drills and bearing presses to accommodate wastewater equipment refurbishment needs.

### Response Capabilities

Weston & Sampson's dedicated project personnel will be available 24 hours per day, 365 days per year, to respond to alarms and emergency situations within fifteen minutes by phone and two hours onsite, as weather and traffic permit, if necessary.

### Subcontractors

Weston & Sampson Services recommends subcontractors as detailed below. Subcontracted work will be overseen or reviewed, as appropriate, by Weston & Sampson Services staff (sludge removal, generator maintenance, and chemical deliveries will be overseen onsite by the assigned primary operator).

Subcontracted Work	Subcontractor
Sludge Removal	Town Procured, Stewart's Septic, or Windriver Environmental
Maintenance and Repairs	Weston & Sampson CMR, Inc.
Bulk Treatment Chemicals	Town Procured, Univar, or Saybrooke Environmental









transform your environment

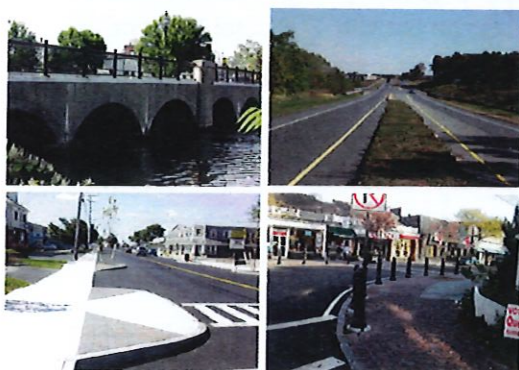
Weston & Sampson offers interdisciplinary design, engineering, and environmental consulting, as well as operations, maintenance, and repair services. Innovative and reliable, we've worked to improve the communities where you live, work, and play for more than a century.

restore

enhance

sustain

maintain



## TRANSPORTATION

### Highway Engineering

- Traffic planning and engineering
- Corridor and roadway improvements
- Signals and intersections
- Sidewalks and parking lots
- Causeways
- Streetscapes
- Bike paths including rail-trail designs
- Community facilitation and public participation



## DRINKING WATER

### Supply, Treatment, & Distribution

- New source approvals
- Well development
- Treatment plant improvements and new facilities
- Pilot studies
- Distribution system master plans and mapping
- Water storage tanks
- Booster stations
- Rate and meter replacement studies
- Cleaning and lining
- Unidirectional flushing programs



## WASTEWATER

### Planning, Collection, Treatment, & Rehabilitation

- Treatment plant improvements and new facilities
- Pump stations
- Infiltration/Inflow (I/I) & Sewer System Evaluation Survey (SSES)
- Innovative and alternative systems
- Needs assessments and decentralized planning
- Hydrogeologic investigations
- New sewer and septic systems
- Supervisory Control and Data Acquisition (SCADA)
- Betterment assessment and user fee support





## ENVIRONMENTAL CONSULTING

### Hazardous & Solid Waste

- Site assessment
- Remediation study, design, and construction services
- Demolition and hazardous materials
- Risk assessment
- Brownfields assessment, remediation, and redevelopment
- Emerging contaminants
- Emergency response
- Landfill closures, expansions, and post closure re-use
- Environmental monitoring
- Transfer stations and recycling and composting facilities



## SITE/CIVIL DEVELOPMENT & SURVEY

### Low Impact Development (LID), Smart Growth, & Cluster Designs

- Planning and pre-development support
- Low Impact Development (LID), smart growth & cluster designs
- Conceptual design and land use planning
- Permitting and natural resource protection
- Roadway/utilities/drainage; environmental assessment/remediation; landscape architecture
- Construction management
- Design/Build/Operate for water/wastewater
- Property boundary, planimetric, topographic, bathymetric, and ground control surveys
- Aerial photogrammetry, mapping, and land record research



## STORMWATER & SURFACE/ GROUNDWATER

### Water Resource Protection, Water Quality, & Flood Control

- Pipeline, culvert, and channel analysis/improvements and watershed management studies
- Treatment system and drainage pump station installation/replacement/rehabilitation design
- EPA Phase II compliance and Best Management Practices
- Nutrient loading studies and Total Maximum Daily Loads (TMDLs)
- Wetland protection and replication, permitting, and public bidding
- Construction administration/resident representation
- Rain gardens, green/LID practices, and retention/detention basins
- Stormwater recovery and reuse



## ENERGY/SUSTAINABILITY/RESILIENCY

### Sustainable, Adaptable, and Resilient Infrastructure Solutions

- Renewable energy resource evaluation
- Site feasibility analysis
- Project development and procurement
- Environmental permitting and resource management
- Site engineering / LEED & LID designs
- Infrastructure and coastal resiliency
- Energy audits/design/construction
- Cost estimating
- Public outreach
- Construction oversight





## LANDSCAPE ARCHITECTURE

### Visioning & Implementation

- Recreation (parks, playgrounds, ball fields/stadiums, skate parks, wet spray play areas)
- Streetscapes (including context sensitive designs)
- Urban design (city/town commons, plazas, and parks)
- Open space projects and nature trails
- Historic restoration
- Waterfronts and riverwalks
- College/university facilities
- Monuments/memorials
- Public participation



## AQUATICS

### Waterpark, hospitality, municipal, academic, and international services

- Master planning
- Facility evaluation
- Schematic, mechanical, structural, and electrical design
- Waterpark design and theme development/design
- Competition/collegiate-level, rooftop, resort/hotel, and municipal/institutional pools
- Fountain, splashpad/spray park, and multi-generational facility designs
- Construction management, maintenance, and repair
- Operations and equipment



## GEOTECHNICAL, STRUCTURAL & FACILITIES

### Public/private site and building development

- Shallow and deep foundations and substructure design
- Trenchless technologies, deep excavation, soil improvement, and groundwater control
- Geotechnical instrumentation and monitoring / rock blasting and vibration monitoring
- Structural framing for new construction and additions
- Engineering design for dams, dikes, embankments, retaining walls
- Design, coordination, and monitoring of subsurface exploration programs
- Stability analyses, subsurface investigations, condition inspections/assessments
- Structural restoration and rehabilitation
- DPW facility programming/design, fleet operations, and industrial equipment selection
- Cost/feasibility studies, and construction administration/observation



## MEP/ENERGY

### Traditional HVAC/Mechanical, Electrical, Resource Conservation, Distributed Energy

- Engineering and design
- Resource conservation
- Energy, water, operations and materials
- Distributed Energy
- Generation, cogen, steam, chilled water, renewables
- Audits and feasibility assessment
- System optimization
- Construction oversight
- Owner's representative





## CONSTRUCTION & CONSTRUCTION MANAGEMENT

Contracting, Design, Supervision/Oversight, Maintenance, & Repair

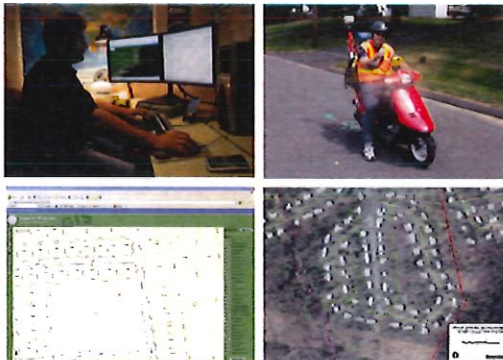
- Construction engineering, inspection, management/administration, resident representation, and oversight
- Construction contracting and design/build services
- Swimming pool design, construction, upgrades, maintenance, and repairs
- Electrical/instrumentation services (pumps, motors, controls, valves, pipes, HVAC, filters, drains)
- Preventative maintenance, troubleshooting, and 24x7 emergency repairs
- Shop drawing, constructability, and construction claim reviews
- Field consultations
- Change order negotiation
- Accurate bidding and construction documents
- Community/public relations



## OPERATIONS, MAINTENANCE & TRAINING

Licensed Engineers/Tradespeople, Certified Operators, & Expert Technicians

- Repair and maintenance services (preventive, scheduled, and emergency corrective)
- 24x7 emergency response
- Contract operations for public/private facilities
- Cross connection programs and surveys
- Backflow device testing, repair, and installation
- Swimming pool operation, maintenance, and repair
- Unidirectional flushing (UDF) programs and services
- On-the-job and classroom training



## TECHNOLOGY

Data and Resource Management Solutions & GIS/GPS

- Needs assessments and pilot programs
- iDataCollect<sup>SM</sup> field data collection platform
- GPS mapping and asset locating services & web-based GIS
- Supervisory Control and Data Acquisition (SCADA) and Instrumentation and Controls (I&C)
- Database management and data model integration and compliance
- Record digitization/data conversion and document access management
- Infrastructure modeling and design/build services
- Resource integration and optimization, facilities management planning, and project implementation
- Hardware/software acquisition, application development, mobile data platforms, and cloud-based solutions
- Training, startup, technical support, and energy conservation services



transform your environment

800.SAMPSON

westonandsampson.com

Offices in: MA, CT, NH, VT, NY, NJ, PA, SC & FL

5 Centennial Drive, Peabody, MA 01960 (HQ) • tel: 978.532.1900



# WESTON & SAMPSON SERVICES

*water & wastewater specialists*

maintenance, repair, operations, training & backflow prevention

## For more information, contact:

John Bocchino, Jr., President  
978-815-1398 · bocchinoj@wseinc.com  
Peter Kolokithas, PE, Operations Manager  
781-856-6255 · kolokithasp@wseinc.com  
Amy Planz, Business Manager  
978-532-1900 · planza@wseinc.com



**Weston & Sampson Services** (WSS) has been providing operation and maintenance (O&M) services to public and private clients since 1986. Our staff of hands-on experts includes licensed engineers, certified operators, plumbers, licensed electricians, and expert technicians. We offer:

### CONTRACT O&M SERVICES

WSS operates and maintains conventional and innovative alternative technology; wastewater and water treatment plants; pump stations; and wastewater collection, water distribution, and storm drain systems.

### CROSS CONNECTION CONTROL & BACKFLOW PREVENTION

WSS provides cross connection programs and surveys as well as backflow device testing, repairs, and installation.

### PREVENTIVE MAINTENANCE

WSS provides preventive maintenance services, including site visits, evaluations, reports, instruction, inspection, management, schedules, and programs. We also offers full contract preventive maintenance.

### CORRECTIVE MAINTENANCE

WSS provides scheduled and emergency corrective maintenance services, both as part of contract operations and on an individual project basis.

### ON-CALL 24/7 EMERGENCY REPAIRS

We provide around-the-clock emergency repairs, including weekends or holidays.

### TRAINING

We offer comprehensive on-the-job and classroom training. Training sessions include start-up, operation, preventative and corrective maintenance, safety, and confined space entry.

## FACILITIES SERVED

- Wastewater collection systems, treatment plants and pump stations
- Water distribution systems, treatment plants, booster stations, supply wells and well pump stations
- Remediation/recovery treatment facilities
- Landfill leachate treatment facilities
- Drainage systems
- Standby generators

## AREAS OF EXPERTISE

- Pumps | Motors
- Controls | Valves
- Instrumentation
- Controls (including VFDs)
- Standby generators
- Sewage grinders
- Chemical feed systems
- HVAC and electrical systems
- Industrial and manufacturing plant equipment
- Equipment vibration analysis
- Controls (including Variable Frequency Drives)
- Standby generators
- Flow meter calibration
- RPZ and DCVA backflow devices





# WESTON & SAMPSON CMR

*water & wastewater specialists*

maintenance, repair, & construction capabilities

## For more information, contact:

John A. Bocchino, Jr., President  
978-815-1398 · bocchinoj@wseinc.com

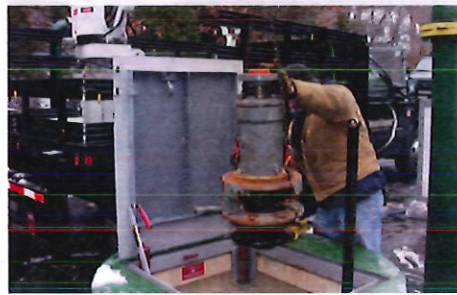
Stephen J. Richard, PE, Vice President  
978-479-8055 · richards@wseinc.com

## FACILITIES SERVICED

- Wastewater collection systems, treatment plants and pump stations
- Water distribution systems, treatment plants, booster stations, supply wells and well pump stations
- Remediation/recovery treatment facilities
- Landfill leachate treatment facilities
- Drainage systems
- Swimming pools
- Standby generators

## AREAS OF EXPERTISE

- Pumps
- Motors
- Controls
- Valves
- Instrumentation
- Controls (including VFDs)
- Standby generators
- Sewage grinders
- Chemical feed systems
- HVAC and electrical systems
- Industrial and manufacturing plant equipment
- Equipment vibration analysis
- Swimming pool filters, pumps, piping, and controls



**Weston & Sampson CMR** (CMR) offers construction contracting, maintenance, and repair services as well as pool design and construction for public (municipal) and private sector clients, including:

### ON-CALL 24/7 EMERGENCY REPAIRS

CMR provides around the clock emergency repairs. We respond any time, including weekends or holidays. We diagnose, advise, and then perform the repair work on the spot. Our trucks are equipped with cranes, spare parts, and tools.

### CONSTRUCTION & DESIGN/BUILD

CMR serves as general contractor and/or design/builder for construction of water and wastewater facilities.

### ELECTRICAL & INSTRUMENTATION

CMR provides installation, calibration, troubleshooting, design, and repair for instrumentation and telemetry, including SCADA systems.

### TROUBLESHOOTING

CMR provides testing, evaluation, and troubleshooting for numerous mechanical, electrical, hydraulic, and process problems.

### PREVENTIVE MAINTENANCE

CMR provides a variety of preventive maintenance services, including site visits, evaluations, reports, instruction, inspection, management, schedules, and programs.

### SWIMMING POOLS

CMR provides construction and construction oversight for pool improvements as well as implementation of upgrades to meet regulatory compliance for private, municipal, and academic clients.











## BACKGROUND

2018-Present  
President  
Weston & Sampson Services

2015-2018  
Vice President  
Weston & Sampson

2011-2015  
Operations Manager  
Weston & Sampson

2009-2011  
Project Manager  
Weston & Sampson

2003-2009  
Senior Engineer  
Weston & Sampson

1998-2003  
Environmental Engineer  
Weston & Sampson

1995-1998  
Cooperative Student/  
Engineering Assistant  
Weston & Sampson

1994-1995  
Cooperative Student  
Surveyor  
Modern Continental  
Construction Company

## EDUCATION

2002  
Master of Science  
Civil Engineering  
Northeastern University

1998  
Bachelor of Science  
Civil Engineering  
Northeastern University

## PROFESSIONAL REGISTRATION

Professional Engineer:  
Massachusetts No. 46720  
New Hampshire No. 11653

Massachusetts Grade T2 Drinking  
Water Operator-in-Training  
Massachusetts Grade D1 Drinking  
Water Operator-in-Training

Peter serves as the President for Weston & Sampson's Services group. He currently manages more than 60 employees and assists in the day-to-day operations of contracts for operations and maintenance and cross connection services for public and private clients throughout New England. Peter manages and coordinates O&M contracts for public and private water and wastewater treatment systems throughout New England, Pennsylvania and New Jersey. He provides liaison services between contractors and clients, and works with city/town officials in answering questions and/or communications regarding contract documents, project milestones, and future deliverables. Peter is proficient in preparing projected operation and maintenance budgets. He manages projects to ensure tasks are completed with budget, and assists clients with budget preparation for new facilities operations.



## SPECIFIC PROJECT EXPERIENCE

**Public Water System O&M Services, Hudson, New Hampshire.** Principal-in-charge for the daily operations and emergency response of a full-service public water system O&M contract. Services include water treatment, distribution, meter reading, meter installs, customer inquiries/service, capital planning and delivery, and emergency response.

**Septage Treatment Plant, Yarmouth, Massachusetts.** Operations manager responsible for the multi-year contract for operation and maintenance of the wastewater treatment facility. Work includes developing maintenance and sampling schedules; incorporating new comprehensive record-keeping systems; supervising clerical, professional, and field personnel in proper maintenance and repair of systems; and assisting the towns in developing both long- and short-term solutions to correct existing deficiencies.

**Operations and Maintenance Contracts, Various Northeast Locations.** Operations manager for various O&M contracts throughout Massachusetts and the Northeast, including the WWTF at the Pocasset Senior Living facility, Chatham sewer systems, Dennis-Yarmouth Regional School District, Daniel Hand High School, Eagle Pond Rehab Living Center WWTP, Easton Public Schools, and Plymouth Public Schools, among many others.

**Nemasket Interceptor Sewer Upgrades, Middleborough, Massachusetts.** Senior engineer for this two-phased project including hydraulic modeling, flow evaluation, television inspection, design and bidding, construction services, and follow-up flow evaluation. Evaluated 3,700 linear feet of 15-inch sanitary sewer and 21 manholes, using 100% trenchless technologies for rehabilitation. Designed the replacement of approximately 10,000 linear feet of 18-inch sewer with 24-inch sewer using pipe bursting and pipe jacking, as well as excavation and replacement methods. Addressed significant environmental, historical, and constructability challenges due to location in environmentally and historically sensitive areas, as well as state highway department "no dig" restrictions. Provided slope stabilization



**PROFESSIONAL  
TRAINING**

OSHA 10-Hour Construction  
OSHA 10-Hour Construction  
Confined Space Entry  
First Aid  
CPR

**PROFESSIONAL  
AFFILIATIONS**

American Society of Civil Engineers  
New England Water  
Environment Association  
Water Environment Federation  
National Safety Council

for construction of a gravel access road for construction and future operation and maintenance of the sewer.

**Sanitary Sewer Improvements, Edgewater Industrial Park, Wakefield, Massachusetts.** Senior engineer for the installation of approximately 700 linear feet of new, 10-inch PVC sewers and appurtenances, while providing continuous sanitary flow to an office park containing seven buildings, to address hydraulic problems restricting wastewater flow.

**Flow Evaluation and Sewer System Evaluation Survey, Holden, Massachusetts.** Engineer for a manhole inspection, flow isolation, television inspection, smoke testing, and dye testing for 110,000 linear feet of sewer. Performed a cost-effectiveness analysis to determine appropriate trenchless rehabilitation methods.

**Sanitary Sewer Field Investigations, Newton, Massachusetts.** Engineer for field investigations for the replacement of approximately 30 linear feet of 24-inch x 36-inch brick sanitary sewer interceptor along with an 18-inch underdrain pipe and appurtenances. Responsibilities also included assistance in preparation of plans and specifications for public bidding.

**Trenchless Rehabilitation Projects, Various Locations, Massachusetts.** Provided resident representative services for trenchless rehabilitation projects in Braintree, Chelsea, Holden, Mansfield, Middleborough, Newton, Quincy, Stoughton, Wakefield, and Weymouth, Massachusetts. Projects included sanitary sewer cleaning, testing and sealing, manhole sealing, root treatment, spot repairs, cured-in-place pipe lining, and service line grouting.

**Sewer Evaluation, Chelmsford, Massachusetts.** Engineer involved in the survey data collection and various engineering tasks. Collected data on existing conditions, prepared construction costs estimates, and clarified plans and specifications.

**Infiltration/Inflow Program, Lexington, Massachusetts.** Project manager for the development of a comprehensive annual program of television inspections, topside manhole inspections, smoke testing, and building inspections, conducted in three phases, to identify and eliminate sewer system I/I sources. Directed the evaluation of approximately 183,400 linear feet of sewers and 875 manholes, and the design of approximately 378,000 gpd of removable infiltration and 979,000 gpd of removable, peak-design storm inflow. Developed and implemented a sewer rehabilitation plan and a cost-effectiveness analysis to remediate sources of excessive I/I. Prepared and compiled contract documents for the recommended rehabilitations including plans, specifications, and permits for traffic control and restoration of pavement and cross country area. Provided bidding process and construction services, including construction oversight, development of as-built construction plans, and implementation of changes and updates to the sewer system into the town's geographic information system.

**Manhole Inspection and Rehabilitation, Wakefield, Massachusetts.** Project manager for the detection, cost-effectiveness analysis, and construction services for the rehabilitation of approximately 176 manholes located within or near the 100-year flood zone. Estimated that approximately 244,800 gpd of infiltration was entering 113 of the manholes, and removed 121,500 gpd of infiltration from 108 of the manholes at an estimated rehabilitation cost of \$197,850. (Associated T&T cost of infiltration: \$1,109,295)



## BACKGROUND

2015-Present  
President  
Weston & Sampson CMR

2018-Present  
Vice President  
Weston & Sampson Services

2006-2018  
President  
Weston & Sampson Services

1998-2005  
Vice President  
Weston & Sampson Services

1996-1997  
General Manager,  
Maintenance Div.  
Weston & Sampson Services

1997-Present  
Instructor  
Quincy City College

1994-1996  
Director  
Weston & Sampson Services

1992-1994  
Supervisor, O&M Services  
Weston & Sampson Services

1989-1992  
Project Engineer  
Weston & Sampson Engineers, Inc.

1986-1989  
Associate Project  
Engineer  
Weston & Sampson Engineers, Inc.

1984-1986  
Engineer  
Weston & Sampson Engineers, Inc.

1982-1983  
Engineer Technician  
Weston & Sampson Engineers, Inc.

## EDUCATION

1984  
Bachelor of Science  
Civil Engineering  
Merrimack College

John has more than 30 years of engineering and project management experience, including design, construction administration, and operations & maintenance (O&M) services on a variety of water and wastewater projects. He serves as an advisor for the full-service operation and maintenance of the Chelsea, Massachusetts water, sewer, and drain system; the wastewater collection system for Braintree, Massachusetts; and the Dracut, Massachusetts Water Supply District. He also manages and coordinates primary operator and contract manager services for clients such as the University of New Hampshire (interim primary operator) and for communities such as Somerville (primary operator), Stoneham, (primary operator), Saugus, and Melrose, Massachusetts.



## SPECIFIC PROJECT EXPERIENCE

**O&M Services for Water and Wastewater Treatment Facilities, Chatham, Massachusetts.** Principal-in-charge for daily O&M services at the town's water and wastewater treatment facilities.

**O&M Advisory Services, Various Locations, Massachusetts.** Responsible for the management and coordination of O&M advisory services for the communities of Bedford, Chelmsford, Lexington, Melrose, Nahant, Newton, Quincy, Swampscott, Waltham, and Winthrop. Services include preparation of O&M manuals, preventive maintenance schedules, customized daily log sheets, and troubleshooting.

**Wastewater Treatment Facilities for Public Schools, Various Locations, Massachusetts.** Principal-in-charge for the O&M of numerous wastewater treatment facilities for the following schools: Dennis-Yarmouth Regional School District, Sharon High School, Freetown-Lakeville Regional School District, Carlisle Public Schools, Hamilton-Wenham Regional School District, and Dover-Sherborn Regional School District.

**Fort Square Pumping Station, Quincy, Massachusetts.** Construction coordination and operation start-up of the 7.5-mgd Fort Square sewage pumping station. Also prepared the O&M manuals with on-site instruction.

**Water System Management, Cohasset Water Services Inc, Massachusetts.** Responsible for project management advisement, including local and state reporting and administration, for the joint venture company, Cohasset Water Services, Inc., which provides full service operation and maintenance of a 3-million-gallon-per day water treatment plant and distribution system.

**Wastewater Treatment Plant Operations, Weston and Byfield, Massachusetts.** Chief Operator for the 30,000-gpd RBC wastewater treatment plant for CNI Senior Housing. Operator for the 30,000-gpd activated sludge tertiary wastewater treatment plant for the Governor Dummer Academy in Byfield, which included inspection of six wastewater pump stations and sludge handling.

PROFESSIONAL  
REGISTRATION

Massachusetts - Grade D4 and T4  
Drinking Water Supply Facilities  
License  
New Hampshire - Grade D3 and T3  
Drinking Water Supply Licenses  
Maine - Grade D3 and T3 Drinking  
Water  
Supply Licenses  
New England Water Works  
Association Certified Backflow  
Prevention Device Inspector #7524  
MassDEP Certified Backflow Tester  
and Surveyor #31841  
Connecticut - Class D2 and T3  
Drinking Water Supply Licenses  
Rhode Island - Grade D3 and T3  
Drinking Water Supply Licenses  
Vermont - Class 4B - Public Water  
System  
Massachusetts - Grade 5C  
Wastewater Treatment  
Plant Operators License  
Massachusetts - Grade 4 Collection  
Systems License  
Connecticut-Grade 2 Wastewater  
Treatment  
Plant Operator License  
New Hampshire-Grade 3  
Wastewater Treatment Plant  
Operator License  
Maine-Grade B-3 Wastewater  
Treatment Plant Operator  
Hazardous Waste Operations 40  
HR Health and Safety Certification  
Massachusetts - Title V Inspector

PROFESSIONAL  
AFFILIATIONS

American Society of Civil Engineers  
New England Water Works  
Association  
New England Water Environment  
Association,  
Safety Committee Member  
Society of American Military  
Engineers  
Association of Wastewater  
Operations

**Water Treatment Facilities Evaluations, Weymouth, Massachusetts.** Responsible for the contract management and technical evaluations of two 3-mgd water treatment facilities, focusing on daily operations, staffing, laboratory, and maintenance.

**Tewksbury Hospital Water System Assessment, Massachusetts Department of Health.** Operations project manager for a water system assessment at the hospital, including evaluation of well pumping facilities, operations and maintenance planning, water system mapping, and water quality regulatory compliance.

**Confined Space Entry, Sudbury Aqueduct, Massachusetts Water Resources Authority.** Confined space entry supervisor for the MWRA and for Weston & Sampson's inspection crew for the Authority's Sudbury Aqueduct project.



## BACKGROUND

2019-Present  
Regional Manager  
Weston & Sampson

2016-2019  
Senior Project Manager  
Weston & Sampson

2012-2016  
Principal Engineer/  
Water Market Lead  
CHA Consulting, Inc.

2011-2012  
Independent Consultant

1999-2011  
Director of Operations  
Aquarion Water Company, Inc.

1996-1999  
Project Manager/Safety Manager  
Mobile Reduction Systems, Inc.

1995-1996  
Project Technician  
Roy F. Weston, Inc.

## EDUCATION

2004  
Master of Science  
Environmental Engineering  
Northeastern University

1995  
Bachelor of Science  
Environmental Science  
Minors: Biology and Chemistry  
Virginia Tech

## PROFESSIONAL REGISTRATION

Massachusetts Grade D4 and T4  
Drinking Water Supply Facilities  
Licenses

Massachusetts Grade 5C  
Wastewater Treatment Plant  
Operators License

MassDEP Cross Connection  
Surveyor/Tester

## PROFESSIONAL AFFILIATIONS

American Water Works Association  
New England Water Works  
Association

Robert is a regional manager with more than 20 years of experience in all aspects of public works projects in New England, including planning, permitting, design, construction administration, project management, operations, and maintenance. He has provided these services for water, wastewater, stormwater, transportation, solid waste, and dam safety projects varying in size and complexity. Robert is experienced in public and private utility management and project design, bidding, and delivery, with a focus on quality control/assurance, strategic planning, asset management, and public relations.



## SPECIFIC PROJECT EXPERIENCE

### Water, Sewer, and Drain O&M Contract Management, Chelsea, Massachusetts.

Senior project manager providing management, operational, and maintenance support to onsite project manager overseeing contractors and vendors providing O&M services to the City of Chelsea's water, sewer, and drain infrastructure. Provides onsite coverage to project manager as needed in addition to management decisions, assistance with capital planning and delivery, technical expertise, and emergency response services.

### Boston Water and Sewer Commission Unidirectional Flushing Program, Boston, Massachusetts.

Senior project manager overseeing all aspects of field and office services including production, reporting, health and safety, and program updates for a complete uni-directional flushing program, including valve and fire hydrant maintenance. Client liaison for these long-term contract program services for over 800 miles of water main and approximately 4,000 fire hydrants and 8,000 valves.

### Water and Wastewater O&M Services, AD Makepeace/Redbrook Development, Plymouth, Massachusetts.

Manager overseeing daily operations of the water and wastewater systems at a large planned mixed-use development located in Plymouth. Services include providing licensed water and wastewater operators for the complete O&M of the systems in addition to emergency response, billing, customer service, and capital planning/delivery. The water system consists of groundwater treatment through chemical addition for disinfection and pH adjustment/corrosion control and distribution of the water through onsite transmission mains and elevated storage tank to the customers. The wastewater system consists of a collection system (pumped and gravity) transporting wastewater to a MassDEP Grade 6 treatment facility with aeration, nitrogen removal, membrane filtration, and UV disinfection.

### Infrastructure Planning and Improvements, Department of Development Services, Commonwealth of Massachusetts, Wrentham, Massachusetts.

Project manager responsible for planning and oversight of permitting, design, and construction phases for multiple water and sewer infrastructure improvement projects.

**Construction Management, Various Locations.** Managed municipal and private construction projects ranging in value from \$5,000 to \$10 million.

## PROFESSIONAL AFFILIATIONS (CONT'D)

Massachusetts Water Works  
Association  
New Hampshire Water Works  
Association  
Plymouth County Water  
Works Association  
Barnstable County Water  
Works Association  
Water Environment Federation  
New England Water Environment  
Association

## PROFESSIONAL TRAINING

OSHA 30-Hour Construction  
OSHA 10-Hour Construction  
Confined Space  
CPR and First Aid

**Infrastructure Extension and Improvements, Hingham, Hull, Cohasset, Millbury, and Oxford, Massachusetts.** Project manager for multiple infrastructure extension and improvement projects that included planning, permitting, design and construction management for water, stormwater and roadway construction components.

**Public Water System and Wastewater System O&M Services, Sysco Boston, LLC, Plympton, Massachusetts.** Senior project manager managing the daily operations and emergency response of a public water system and wastewater O&M contracts for a large commercial facility. O&M services include water treatment, water distribution, meeting all MassDEP regulatory requirements, master metering, wastewater collection, pumping and treatment, reporting, ongoing scheduled and emergency maintenance and repairs, capital planning and delivery, and emergency response. The groundwater treatment at the site consists of pH adjustment, oxidation, coagulation, membrane filtration, and disinfection prior to entering the distribution system. The wastewater treatment is performed by the onsite amphirome system consisting of aeration, nitrogen removal, and filtration before discharge.

**Utility Design and Specification Development and Review, Various Locations, United States.** Developed and reviewed designs and specifications for various municipal and private utility projects in Massachusetts, New Hampshire, Alabama, Louisiana, Tennessee, Texas, and Virginia.



# JAMES VURGAROPULOS

## BACKGROUND

2013-Present  
Project Manager  
Weston & Sampson Services

2010-2013  
Lead Operator  
Weston & Sampson Services

2002-2010  
WWTP Operator  
Weston & Sampson Services  
Peabody, Massachusetts

1998-2002  
WWTP Operator  
Coating System, Inc.  
Lowell, Massachusetts

1996-1998  
Chemical Technician/Waste  
Treatment Operator  
Dav-Tech Plating  
Marlboro, Massachusetts

1993-1996  
Manager  
Woodworkers Warehouse  
Woburn, Massachusetts

1989-1993  
Manager  
Shopsmith Inc.  
Chelmsford, Massachusetts

1985-1989  
Quality Control and Technical  
Advisor  
Wood Fabricators Inc.  
North Billerica, Massachusetts

1976-1985  
Co-owner  
Tyngsboro Logging Co.  
Tyngsboro, Massachusetts

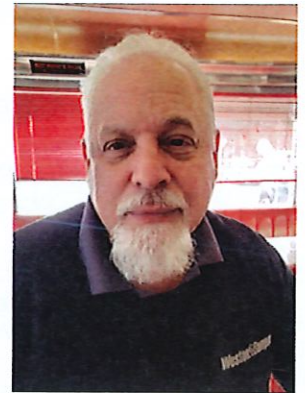
1978-1980  
Co-owner  
Waterworks Sprinkler Systems

## EDUCATION

Diploma in Environmental Science  
Essex Agricultural & Technical  
Institute

Associates degree  
Applied Science  
North Shore Community College

James is a project manager in Weston & Sampson's services group. He brings a wealth of experience and knowledge in the planning, design, operation, maintenance, and construction of both public and private wastewater projects throughout Massachusetts and New Hampshire. Additionally, he has significant knowledge in the field of nutrient reduction, disinfection, metals precipitation, and filtration. James oversees daily operations for wastewater treatment facilities utilizing various treatment technologies. Daily operations include onsite testing, inspecting and recording unit processes, preventative maintenance, regulatory sampling, and onsite safety.



## SPECIFIC PROJECT EXPERIENCE

James offers experience with the regeneration of ion exchange; laboratory analysis and sampling; maintenance and repairs of motors, pumps, and plumbing; and treatment of chemical waste.

As a Quality Control and Technical Advisor, James was responsible for consistent inspection and laboratory testing products through the quality control process and technical support of drafting and engineering departments to improve and develop new products. Also part of a team that developed a system of processing hazardous waste to meet and exceed the new OSHA specifications on formaldehyde levels and other related toxins in the work place. He also initiated a safety training program for all new employees, composed and in-house manual of manufacturing procedures, repaired and worked with production equipment including R.F. and pneumatics, dispatched personnel for repairs, and researched, tested, and worked with adhesives.

James also has experience with directing sales, supervising staff, conducting inventory, managing schedules, maintaining payroll records, providing customer service, conducting product demonstrations, creating displays, conducting workshops, operating heavy equipment, maintaining/repairing machines, and improving and inventing production equipment, hydraulics, and conveyors.



## BACKGROUND

2001-Present  
Lead Operator  
Weston & Sampson Services

1999-2001  
Operator  
Weston & Sampson Services

1998-1999  
Assistant Plant Manager  
Woodard & Curran

1996-1998  
Assistant Project Manager  
Professional Services Group  
Metcalf & Eddy

1993-1994  
Pump Station Mechanic  
Metcalf & Eddy

1988-1993  
Concrete Form Carpenter  
Davidson Concrete Construction

1983-1987  
Commercial Fisherman

## EDUCATION

1993  
Certificate Program  
Wastewater Treatment  
University of Massachusetts, Lowell

1977  
Bachelor of Science  
Nautical Science  
Maine Maritime Academy, Castine

## PROFESSIONAL CERTIFICATION

Massachusetts Grade 6C  
Wastewater  
Operator

Massachusetts Grade 4 Water  
Operator

Massachusetts Grade 4 NEWEA  
Collection System

New Hampshire Grade 3 Wastewater  
Operator

Maine Grade B-4 Wastewater  
Operator

United States Coast Guard  
Master's, Unlimited Tonnage, Any  
Ocean

Wally manages the operation and maintenance of several package wastewater treatment systems involving MBR, Bioclere, Amphidrome (Batch Process), and RBC technologies. His daily responsibilities include testing, operation, maintenance, and reporting. Daily operation and maintenance duties include inspection, sampling, bench laboratory testing, preventive maintenance, troubleshooting, and repair and on-call responses.

## SPECIFIC PROJECT EXPERIENCE

**Small Wastewater Systems, Various Locations, Massachusetts.** Supervisor for the operations team responsible for seven small wastewater treatment facilities requiring weekly operation and maintenance attention, including systems with groundwater discharge permits and larger enhanced treatment individual septic systems with specific provisional approval from Massachusetts Department of Environmental Protection.

**Nutrient Removal Wastewater Facilities, Various Locations, New England.** Operations supervisor for 12 small wastewater treatment facilities in southern New England, ranging in design capacity from 17,000 gallons per day to 52,000 gpd, which must meet strict discharge limits for nitrogen. Facilities include SBR plants in East Bridgewater and Duxbury.

**SBR Facility, Falmouth, Massachusetts.** Provides operational oversight and training for the 60,000-gpd SBR facility in Falmouth, Massachusetts.

**Septic Systems for Municipal and Private Facilities, Various Locations.** Responsible for periodic maintenance and inspection of more than 45 enhanced treatment individual septic systems serving small municipal and private facilities.

**Industrial Process Water Treatment Facility.** Provides additional operation and maintenance staffing and support for a private industrial process water treatment facility, producing ultra-pure water for manufacturing process.

**Primary Wastewater Treatment Plant.** Assistant plant manager, responsible for the daily operation and maintenance of a 7.50-mgd primary wastewater treatment plant with a staff of seven personnel.

**Water Treatment Facility, Gloucester, Massachusetts.** Provided as-needed operational assistance at the Gloucester water treatment facility and at other area facilities.

**Pump Station Services, Gloucester, Massachusetts.** Pump station mechanic; provided inspection, maintenance, and on-call services for 23 pump stations for the City of Gloucester.



## BACKGROUND

2002-Present  
Lead Operator  
Weston & Sampson

1993-2002  
Wastewater Treatment Plant  
Operator  
Polaroid Corporation

1986-1993  
Chemical Process Technician  
Polaroid Corporation

1977-1986  
Senior Chemical Processor  
Polaroid Corporation

## EDUCATION

1990  
Prep class: Waste Water Treatment  
License  
Bristol Community College

1975  
Associate of Computer Science  
Mass Bay Community College

## PROFESSIONAL CERTIFICATION

Massachusetts Grade 5C  
Wastewater Operator

16-Hour Confined Space Rescue -  
Burgess and Associates

Confined Space - 8-Hour Refresher

HAZWOPER

Bob is a certified wastewater operator with Weston & Sampson's services group. He provides daily operations and maintenance to conventional and innovative tertiary wastewater treatment facilities. Wastewater treatment technologies include, but are not limited to, membrane filtration systems, rotating biological contractors, Bioclere, Amphidrome, activated sludge, and other fixed film technologies. Daily operations and maintenance duties include, inspection, sampling, bench laboratory testing, preventive maintenance, troubleshooting, and repair and oncall responses.



## SPECIFIC PROJECT EXPERIENCE

As a lead operator, responsibilities include:

- Monitoring and observing operating conditions and adjusting process controls
- Troubleshooting of plant equipment and performing minor maintenance
- Performing routine lab tests and calibrating meters
- Maintaining compliance with all safety requirements
- Housekeeping and maintaining plant grounds
- Maintaining accurate records of operations and maintenance activities
- Compiling monthly data for compliance reporting
- Composing sampling programs and standard operating procedures in accordance with local, state, and federal regulations

**Wastewater Treatment Plant, Waltham, Massachusetts.** Responsible for overall operation and maintenance of 8 million gallon industrial and a 75 million gallon sanitary WWTP. Primary and secondary unit operations included equalization, pH control, flocculation, clarification, filtration, and steam stripping for removal of volatile organic compounds (VOCs). Job duties were performed in accordance with 29 CFR 1910: Occupational Health and Safety Standards. (With previous employer)



## BACKGROUND

2017-Present  
Business Supervisor  
Weston & Sampson Services

2014-2017  
Laboratory Supervisor  
Northeast Environmental  
Laboratory, Inc.

2011-2014  
Laboratory Analyst  
Northeast Environmental  
Laboratory, Inc.

2009-2011  
Teaching Assistant  
University of Massachusetts Boston

2009-2010  
Research Assistant  
University of Massachusetts Boston

2008-2009  
Laboratory Assistant  
BioFlash Partners, LLC.

2008  
Laboratory Assistant  
EPIX Pharmaceuticals, Inc.

2007-2008  
Imaging Assistant  
Perceptive Informatics, Inc.

## EDUCATION

2011  
Master of Science  
Environmental Science  
University of Massachusetts Boston

2007  
Bachelor of Science  
Biochemistry  
Merrimack College

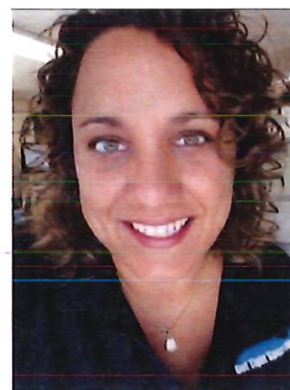
## PROFESSIONAL CERTIFICATION

Grade 4 Municipal Wastewater  
Treatment Plant Operator

Grade 1 Industrial Wastewater  
Treatment Plant Operator

Grade 1 Treatment Drinking Water  
Supply Facility Operator

Marianna is a business supervisor in Weston & Sampson's Services group. With over 10 years of professional experience in the science field, she has extensive knowledge of state and federal laws and regulations governing water and wastewater treatment systems. Marianna has a strong background in creating standard operating procedures and quality assurance documents, conducting internal regulatory audits, and maintaining laboratory certifications.



## SPECIFIC PROJECT EXPERIENCE

**As a business supervisor, responsibilities include:**

- Coordination of compliance data for more than 100 water and wastewater treatment facilities
- Management of compliance reports for submission to local, state, and federal regulatory authorities
- Development of quality assurance documents and procedures to ensure accurate and objective reporting
- Preparation of proposals and contract documents for operation and maintenance of water/wastewater treatment facilities
- Assistance with billing and maintenance of project budgets by processing invoices

Her background also includes performing analytical laboratory procedures executed according to Massachusetts DEP certification requirements. These laboratory procedures include Standard Methods, EPA methods, and ASTM methods for the analysis of metals, nutrients, ions, solids, oxygen demand, and various wet chemistry parameters such as pH, alkalinity, conductivity, turbidity, chlorine, etc. Marianna also has a widespread knowledge of microbiological techniques and regulations. She's managed microbiology testing and accreditation, which includes performing coliform, HPC, and enterococci analyses; conducting sterilization protocols; maintaining equipment and reagents; executing quality control requirements; and coordinating all documents and protocols necessary for regulatory compliance and auditing.

Along with her vast analytical experience, Marianna has a strong knowledge of local, state, and federal laws and regulations that apply to groundwater discharge permitting, NPDES, Title 5, industrial and municipal wastewater treatment and discharge, watershed testing, and drinking water quality and treatment. She excels at managing client-specific needs for regulatory compliance which includes evaluating and interpreting analytical results, developing quality control documents and safety protocols, creating standard operating procedures, tracking data, and coordinating sampling in accordance with regulatory permits.



## BACKGROUND

2010-Present  
Health and Safety Manager  
Weston & Sampson

2006-2010  
Safety Director  
The Lopes Companies

2002-2006  
Regional Safety and  
Human Resources Manager  
Casella Waste  
Management

1999-2002  
Division Safety & H.R.  
Manager  
Waste Management Inc.

1995-1999  
District Safety and  
Human Resources Manager  
Browning Ferris Industries

## CERTIFICATIONS

OSHA Authorized General Industry  
and Construction Trainer

Machine Guarding Trainer

Respiratory Protection Trainer

Recordkeeping Trainer

Accident Investigation Trainer

Electrical Safety Trainer

Fall Protection Trainer

Confined Space Trainer

Bloodborne Pathogen Trainer

HAZWOPER Trainer

Hazard Communication Trainer

Drug and Alcohol Program  
Management

Smith System Defensive Driver  
Trainer

Powered Industrial Truck Trainer

EPA Spill Response Trainer

David is the Health and Safety Manager for Weston & Sampson and is responsible for overall compliance with the Occupational Safety and Health Administration (OSHA) and other applicable safety regulations on job sites. David is recognized for developing and maintaining a world class safety culture. He is skilled in training, committed to a team effort of safety, and has a zero tolerance for preventable injuries and safety failures.

David has held a variety of positions in the environmental and safety field for more than 20 years, providing expertise in the following areas:

- Environmental Health & Safety Program Development
- Safety & Environmental Training
- Safety, Service and Sales Incentive Programs
- Record Setting Reductions
- Fiscal Management
- Loss Prevention Initiatives
- Motivation Training
- Cost Control Strategies
- Advanced Technical Knowledge
- Claims Management

## SPECIFIC PROJECT EXPERIENCE

**The Lopes Companies.** As safety director, David was responsible for the training, supervision, and motivation of senior management, supervisors, foreman and employees in all aspects of health and safety. These included OSHA General Industry and Construction, MSHA, and DOT training and compliance. Helped create and enhance a company safety culture which achieved a 1 Million Hours without a Loss of Time Injury award.

**Casella Waste Management.** As region safety and human resources manager, David was responsible for the training, supervision, and motivation of the management at 54 individual locations in three states in the daily development of a "world class" safety culture and compliance with all OSHA (both General Industry & Construction) and DOT compliance. Key accomplishments included:

- Implementation of a route recognition program to reduce and eliminate work related injuries and accidents before they occur by identifying deficiencies, which resulted in a 52% reduction in claims and a reduction of 47% in costs
- Developing a slip, trip, and fall program to reduce winter related slips and falls which virtually eliminated this type of injury which previously cost the company over \$400,000 a year in claims



FMCSR Trainer

Bell Leadership Training

Reasonable Suspicion Training

Highway Watch Trainer

First Aid, CPR and AED Instructor

Excavation Trainer

- Instituting a defensive driving program that helped reduce auto accidents, including backing claims, by over 50%
- Eliminating landfill gas exposure by introduction of proper excavation techniques

**Waste Management.** As division safety manager, David was responsible for the hiring, training, supervision, and motivation of safety of over 430 employees at six sites. Key accomplishments included:

- Decreasing the overall expense of safety equipment by proper training, implementations of effective engineering principles, and establishing fixed pricing of safety supplies through bidding process of competing competitors, which resulted in an overall reduction in safety operating costs by 80%
- Implementing a job observation program to find and eliminate accidents and injuries before they occurred and increased the overall training of defensive driving that resulted in an overall reduction by 72% of accidents and a 69% decrease in large loss injuries
- Managing each case to minimize the overall cost of the claims and instituting a modified duty program for all injured employees that resulted in a 54% reduction in claims costs

**Browning Ferris Industries.** As district safety and human resources manager, David was responsible for the hiring, training, motivating over 100 employees at three sites. He managed the daily human resource issues and process the weekly payroll for all employees, ensured that all employees were properly trained, and ensured that each site was in compliance with OSHA, EPA, and DOT regulations. Key accomplishments included:

- Establishing a safety-training program in each of the three sites that resulted in an overall reduction in claims and injuries by 100% for 1.5 years
- Instituting a DOT files program to ensure compliance with all DOT regulations
- Implementing a facility audit program to ensure compliance with all OSHA and EPA regulations











WESTAND-01

CMURPHY

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (617) 328-6555 <b>E-MAIL ADDRESS:</b> boston@amesgough.com <b>FAX (A/C, No):</b> (617) 328-6888																						
<b>INSURED</b>  Weston & Sampson Services, Inc. 55 Walkers Brook Drive, Suite 100 Reading, MA 01867		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td colspan="2">INSURER A : National Fire Insurance Company of Hartford A+(XV)</td><td>20478</td></tr><tr><td colspan="2">INSURER B : Nautilus Insurance Company A+, XV</td><td>17370</td></tr><tr><td colspan="2">INSURER C : Transportation Insurance Company A(XV)</td><td>20494</td></tr><tr><td colspan="2">INSURER D : Lexington Insurance Company A, XV</td><td>19437</td></tr><tr><td colspan="2">INSURER E :</td><td></td></tr><tr><td colspan="2">INSURER F :</td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : National Fire Insurance Company of Hartford A+(XV)		20478	INSURER B : Nautilus Insurance Company A+, XV		17370	INSURER C : Transportation Insurance Company A(XV)		20494	INSURER D : Lexington Insurance Company A, XV		19437	INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																						
INSURER A : National Fire Insurance Company of Hartford A+(XV)		20478																						
INSURER B : Nautilus Insurance Company A+, XV		17370																						
INSURER C : Transportation Insurance Company A(XV)		20494																						
INSURER D : Lexington Insurance Company A, XV		19437																						
INSURER E :																								
INSURER F :																								

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		6056861628	1/1/2020	1/1/2021	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td>1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td><td>500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td><td>15,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$</td><td>1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$</td><td>2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td><td>2,000,000</td></tr></table>	EACH OCCURRENCE	\$	1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	500,000	MED EXP (Any one person)	\$	15,000	PERSONAL & ADV INJURY	\$	1,000,000	GENERAL AGGREGATE	\$	2,000,000	PRODUCTS - COMP/OP AGG	\$	2,000,000
EACH OCCURRENCE	\$	1,000,000																						
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	500,000																						
MED EXP (Any one person)	\$	15,000																						
PERSONAL & ADV INJURY	\$	1,000,000																						
GENERAL AGGREGATE	\$	2,000,000																						
PRODUCTS - COMP/OP AGG	\$	2,000,000																						
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		6056860561	1/1/2020	1/1/2021	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td><td>1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td><td></td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000	BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE (Per accident)	\$							
COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000																						
BODILY INJURY (Per person)	\$																							
BODILY INJURY (Per accident)	\$																							
PROPERTY DAMAGE (Per accident)	\$																							
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$		FFX2027937-11	1/1/2020	1/1/2021	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td>10,000,000</td></tr><tr><td>AGGREGATE</td><td>\$</td><td>10,000,000</td></tr></table>	EACH OCCURRENCE	\$	10,000,000	AGGREGATE	\$	10,000,000												
EACH OCCURRENCE	\$	10,000,000																						
AGGREGATE	\$	10,000,000																						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	6056861614	1/1/2020	1/1/2021	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE</td><td>OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td><td>1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td><td>1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td><td>1,000,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER		E.L. EACH ACCIDENT	\$	1,000,000	E.L. DISEASE - EA EMPLOYEE	\$	1,000,000	E.L. DISEASE - POLICY LIMIT	\$	1,000,000						
<input checked="" type="checkbox"/> PER STATUTE	OTH-ER																							
E.L. EACH ACCIDENT	\$	1,000,000																						
E.L. DISEASE - EA EMPLOYEE	\$	1,000,000																						
E.L. DISEASE - POLICY LIMIT	\$	1,000,000																						
D	Professional Liab		031710990	7/3/2019	7/3/2020	Per Claim 3,000,000																		
D			031710990	7/3/2019	7/3/2020	Aggregate 3,000,000																		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured GL Endorsement Form #CNA75079XX 01/16, if applicable. All Coverages are in accordance with the policy terms and conditions.

Evidence of Insurance

## CERTIFICATE HOLDER

## CANCELLATION

For Proposal Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Michael Hurlin*

CORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD











### CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity. The undersigned further certified under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of Section 29F of chapter 29, or any other applicable debarment provisions of any other chapter of General Laws or any rule or regulation promulgated thereunder.

Date: February 14, 2020

Peter Kolokithas

(Signature of Firm)

By: President / Peter J. Kolokithas, PE  
Title/Name of Individual Signing Proposal

## **TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, S49A, I certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all Laws of the Commonwealth relating to taxes.

Peter J. Kolokithas, PE  
Name of Person Signing Proposal

Weston & Sampson Services, Inc.  
Name of Business

Peter J. Kolokithas, PE  
Contact Person:



Clerk's Certificate of Vote

The undersigned, Clerk of Weston & Sampson Services, Inc., hereby certifies that, at a meeting duly called in accordance with the by-laws, the Board of Directors unanimously passed the following resolution on December 17, 2019.

VOTED: To authorize John A. Bocchino, Jr.  
Barbara K. Cook  
Michael J. Scipione  
Robert A. Goober  
Peter J. Kolokithas

Acting individually, to execute and deliver on behalf of the Corporation, contracts for professional services, up to \$2,000,000 in value, which are in the ordinary course of the Corporation's business, during fiscal year 2020.

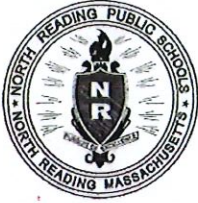
The undersigned further certifies that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

Jeffrey J. Alberti  
Jeffrey J. Alberti, Clerk

February 14, 2020  
Date







## NORTH READING PUBLIC SCHOOLS

North Reading, Massachusetts 01864

Telephone (978) 664-7810

Fax (978) 664-0252

Web [north-reading.k12.ma.us](http://north-reading.k12.ma.us)

To: All Prospective Bidders

From: Michael Connelly, Assistant Superintendent of Finance & Operations

Re: **ADDENDUM NO. 1- (Operation and Maintenance Services North Reading MS/HS Waste Water Treatment Facility)**

Date: February 10, 2020


Below are answers to questions submitted by a prospective bidder on Friday, February 7, 2020?

1. Please confirm that costs for the off-site analytical will be covered by North Reading?  
**The compliance contract with MEA includes influent/effluent and Monitoring Well testing as required by the permit.**
2. Is there any monitoring and testing instrumentation that belongs to the plant and will remain with the plant during the next contract period?  
**Any equipment required by the operator, must be supplied by the operator for example pH meter, DO meter etc...**
3. What is the current laboratory being used for the off-site analytical?  
**Wastewater Environmental and RI Analytical**
4. In the Price Proposal Form, Alarm Response section, it states that you will only pay for actual time required to address the emergency, not including travel time, but it follows with "...costs include response, telecommunications access, and travel time." Is travel time to be included in the Alarm Response costs? What is the average on-site response time?  
**Please include an Alarm/Emergency Hourly rate instead of a Fixed Price per Event. The Hourly rate should be inclusive of travel time. The average time per alarm call varies per event, fortunately the District has not experience many alarm calls over the past several months so it is difficult to provide an accurate average response time. Please include an hourly rate in this section inclusive of any travel time costs, please see revised pricing page attached.**

This addendum is being sent to all prospective bidders who attended the pre-bid meeting on Tuesday, February 4, 2020 and who are on record of having picked up the bid documents. Acknowledge receipt of this addendum must be documented in order to be considered a responsible and responsive bidder. Please sign acknowledging receipt and email to my attention Michael Connelly, at [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org).

If you have any additional questions please contact me at 978-526-5270.

Thank you.

  
\_\_\_\_\_  
Signature of Bidder  
Acknowledge of Receipt

2/13/20  
\_\_\_\_\_  
Date











**\*SAMPLE\***  
**AGREEMENT FOR**  
**OPERATIONS AND MAINTENANCE SERVICES**  
**BY AND BETWEEN**  
**THE TOWN OF NORTH READING, MASSACHUSETTS SCHOOL DEPARTMENT**  
**AND**  
**WESTON & SAMPSON SERVICES, INC.**

This AGREEMENT is made and entered into on this \_\_\_\_ day of \_\_\_\_, by and between the Town of North Reading, Massachusetts School Department, (hereinafter called the OWNER) and Weston & Sampson Services Inc., with its principal office at 5 Centennial Drive, Peabody, Massachusetts 01960.

WHEREAS, OWNER owns a Membrane Bioreactor (MBR) Wastewater Treatment System servicing the Middle School and High School, in North Reading, Massachusetts (hereinafter referred to as the PROJECT); the term "PROJECT" is defined in Appendix A of this Agreement.

WHEREAS the OWNER desires to employ the services of Weston & Sampson Services, Inc. in the operation and maintenance of the PROJECT and Weston & Sampson Services, Inc. desires to perform such services for the compensation set forth hereinafter.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, OWNER and Weston & Sampson Services, Inc. agree as follows:

**ARTICLE 1**  
**GENERAL**

- 1.1 Definitions of words or phrases used in this AGREEMENT are contained in Appendix A.
- 1.2 All grounds, facilities, and equipment owned by OWNER or acquired by OWNER shall remain the property of the OWNER.
- 1.3 This AGREEMENT shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts.
- 1.4 This AGREEMENT shall be binding upon the successors and assigns of each of the parties, but neither party will assign this AGREEMENT without the prior written consent of the other party. Consent shall not be unreasonably withheld.
- 1.5 All notices shall be in writing and transmitted by certified mail, return receipt requested to the parties at the addresses stated in Article 12 - NOTICES of this AGREEMENT.

- 1.6 This AGREEMENT, including Appendices A through F, is the entire AGREEMENT between the parties. This AGREEMENT may be modified only by written agreement signed by both parties. Wherever used, the terms OWNER and Weston & Sampson Services, Inc. shall include the respective officers, agents, directors, elected or appointed officials, and employees.
- 1.7 If any term, provisions, covenant or condition of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated. The parties agree to reform the contract between them to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.
- 1.8 If litigation is necessary to enforce the terms of this AGREEMENT, there will be mediation before litigation and the prevailing party shall be entitled to reasonable attorney's fees that are directly attributable to such litigation, in addition to any other relief to which it may be entitled.
- 1.9 It is understood that the relationship of Weston & Sampson Services, Inc. to OWNER is that of independent contractor.
- 1.10 Neither party, one to the other, shall be considered a consumer nor a merchant pursuant to any consumer or trade practices law or regulation, and the parties specifically agree that the application of any such laws or regulations to the terms and conditions herein is inappropriate.
- 1.11 If Weston & Sampson Services, Inc. personnel are called or subpoenaed for depositions, examination, or court appearances in any dispute arising out of the PROJECT, Weston & Sampson Services, Inc. shall be reimbursed on a time and materials basis in accordance with Weston & Sampson Services, Inc.'s then-current, standard billing rates for such matters, including all out-of-pocket costs incurred in connection with such matters.
- 1.12 Nothing in the AGREEMENT shall be construed to create in any third party or in favor of any third party any right(s), license(s), power(s), or privilege(s).
- 1.13 This AGREEMENT assumes permanent occupancy of the dwelling or facilities specified herein. OWNER agrees to notify Weston & Sampson Services, Inc. should occupancy become seasonal.
- 1.14 Monitoring data provides information which contributes to the proper operation and maintenance of the treatment system. OWNER agrees to provide all monitoring data to Weston & Sampson Services, Inc. in a timely manner.
- 1.15 OWNER grants Weston & Sampson Services, Inc. the authority to independently notify the



appropriate regulatory authority of any failure of the treatment system or of any event which may adversely effect the performance of the treatment system. Weston & Sampson Services, Inc. shall also notify OWNER.

- 1.16 In the event the property is sold or otherwise transferred the OWNER agrees to promptly notify Weston & Sampson Services, Inc. Weston & Sampson Services, Inc. agrees to provide continuity of service for the party to whom this contract is transferred under the same terms and conditions herein stated. Appendix F of this AGREEMENT contains a Transfer Notice for use of the OWNER in notification of Weston & Sampson Services, Inc.
- 1.17 OWNER agrees that Weston & Sampson Services, Inc. has authority to use its name as a client and a general description of the PROJECT as a reference for other prospective clients.
- 1.18 Due to the limited Scope of Services contained in this AGREEMENT and the periodic nature of scheduled visits to the PROJECT, Weston & Sampson Services, Inc. will not be held responsible for compliance with state and local permit regulations. Similarly, Weston & Sampson Services, Inc. cannot be held responsible for variations in influent characteristics, or toxic loading to the facility. Weston & Sampson Services, Inc. will collect necessary samples, report on the nature of facility performance and perform process control adjustments, if necessary.

## **ARTICLE 2 SCOPE OF SERVICES**

The Scope of Services is described in Appendix B of this AGREEMENT.

## **ARTICLE 3 RESPONSIBILITIES OF THE OWNER**

OWNER shall:

- 3.1 Fund all necessary Capital Expenditures (as defined in Appendix A).
- 3.2 Keep in force all PROJECT warranties, guarantees, easements, and licenses that have been granted to OWNER and are not transferred to Weston & Sampson Services, Inc. under this AGREEMENT.
- 3.3 Pay all property, franchise or other taxes associated with the PROJECT other than taxes imposed upon Weston & Sampson Services, Inc.'s net income.
- 3.4 Provide to Weston & Sampson Services, Inc., in writing, on the day services begin under this AGREEMENT, the name of OWNER's authorized representative.

3.5 Arrange to provide Weston & Sampson Services, Inc. with the following:

- a. Reasonable ingress and egress to the worksite by Weston & Sampson Services, Inc. and/or its authorized subcontractors and their personnel and equipment.
- b. Clean and unobstructed space and areas at the worksite for Weston & Sampson Services, Inc. equipment and vehicles or those of Weston & Sampson Services, Inc.'s authorized subcontractors.
- c. Specifications (schematics, engineering drawings, and plot plans) detailing the construction of facilities located underground or aboveground at the worksite that pertain to the stated scope of work.
- d. Prior to any boring, drilling, or excavation work being commenced by Weston & Sampson Services, Inc., the specific location of the work and identification of any underground obstructions or utilities. Where OWNER is unable to provide Weston & Sampson Services, Inc. with specific locations of concealed utilities or other underground installations, OWNER shall remain responsible for any harm or injury resulting from contact with same.
- e. Selection of qualified transporter(s) and disposal facility(ies) and delegation of authority to execute the waste generator portion of the waste manifest and waste profile documents of the disposal facility(ies).
- f. Provide fall protection for all hatches and manhole covers included in the PROJECT's scope of services.

3.6 OWNER represents that all sampling ports are at ground level with access covers that may be reasonably removed by one person.

3.7 OWNER further represents that access to the treatment system control panel may be readily achieved during contract maintenance visits.

3.8 OWNER shall fund all direct costs.

3.9 OWNER shall sign all reports, as necessary, required to be submitted to regulatory or governmental authorities.

#### **ARTICLE 4 SCOPE CHANGES**

4.1 OWNER and Weston & Sampson Services, Inc. shall negotiate an increase or decrease in Weston & Sampson Services, Inc.'s Annual Fee in the event of any change in PROJECT operation, reporting requirements, monitoring requirements, water quality and effluent discharge requirements, the level of treatment required, personnel qualifications or staffing required by any governmental agency having jurisdiction to order such change that causes Weston & Sampson Services, Inc.'s costs to change.



- 4.2 The OWNER has the right to negotiate with Weston & Sampson Services, Inc. for additional services not included in the scope of services of this AGREEMENT.

## **ARTICLE 5 BUDGET and COMPENSATION**

The PROJECT budget and compensation are described in Appendix C of this Agreement.

## **ARTICLE 6 TERM, TERMINATION AND DEFAULT**

- 6.1 The initial term of this AGREEMENT shall be twelve (12) months commencing on \_\_\_\_\_, and ending on \_\_\_\_\_. Thereafter, this AGREEMENT may be renewed for two (2) additional terms of one (1) year each upon mutual agreement of both parties.
- 6.2 A party may terminate this AGREEMENT only for a breach of the AGREEMENT by the other party; and after giving written notice of breach; and, except for non-payment of Weston & Sampson Services, Inc.'s invoices, in which case termination may be immediate by Weston & Sampson Services, Inc., only after allowing the other party thirty (30) days to cure the breach or commence reasonable steps to cure the breach.
- 6.3 The waiver of any breach of the AGREEMENT by either party, or the failure to give written notice of any breach of the AGREEMENT shall not constitute a waiver of any subsequent breach of the AGREEMENT or be deemed to be a failure to give such notice with respect to any subsequent breach of the AGREEMENT.

## **ARTICLE 7 INDEMNIFICATION**

- 7.1 Weston & Sampson Services, Inc. hereby agrees to indemnify and hold OWNER harmless from any liability or damages for bodily injury, including death, which may arise solely from Weston & Sampson Services, Inc.'s negligence under this Agreement, whether such negligence be by Weston & Sampson Services, Inc. or by a subcontractor of Weston & Sampson Services, Inc. Nothing in this Agreement shall be construed to limit Weston & Sampson Services, Inc.'s liability for indirect, consequential or pollution damages resulting from Weston & Sampson Services, Inc.'s sole negligence.
- 7.2 OWNER agrees to indemnify and hold Weston & Sampson Services, Inc. harmless from any liability or damages for property damage or bodily injury, including death, which may arise from all causes of any kind other than Weston & Sampson Services, Inc.'s sole

negligence.

- 7.3 Weston & Sampson Services, Inc.'s liability to OWNER for any loss, damage, injury, claim, expense, fine, or penalty of any kind or nature caused by the performance or non-performance of obligations pursuant to the AGREEMENT shall be limited to general money damages in an amount equal to the amount of any proceeds of insurance received by Weston & Sampson Services, Inc. with respect to such loss plus any deductible amount. Weston & Sampson Services, Inc. shall not be liable for indirect or consequential damages, including, but not limited to, loss of profits or revenue or loss of the use of the facilities, based upon contract, negligence, or any cause of action, even if advised of the possibility of such damages. Weston & Sampson Services, Inc. shall not be liable for pre-existing conditions at the PROJECT, including the existence or migration of hazardous wastes, hazardous substances, or other contaminants.

## **ARTICLE 8 LIABILITY INSURANCE**

- 8.1 Weston & Sampson Services, Inc. shall maintain comprehensive general liability insurance, including vehicles, insuring Weston & Sampson Services, Inc.'s negligence in an amount not less than \$1,000,000 combined single limits for bodily injury and/or property damage.
- 8.2 OWNER shall maintain property damage insurance for all property, including vehicles, owned by OWNER and operated by Weston & Sampson Services, Inc. under this AGREEMENT. Any property, including vehicles, not properly or fully insured shall be the financial responsibility of the OWNER.

## **ARTICLE 9 WORKER'S COMPENSATION COVERAGE**

- 9.1 Weston & Sampson Services, Inc. shall maintain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT as required by the appropriate state and/or local agencies holding jurisdiction at the facility.

## **ARTICLE 10 FORCE MAJEURE**

- 10.1 Neither the OWNER nor Weston & Sampson Services, Inc. shall have breached this AGREEMENT by reason of any failure to perform an obligation under this AGREEMENT if such failure arises out of a cause beyond their control, including, but not limited to, acts of God or public enemy, acts of federal or state governments, fires, floods, epidemics,



volcanic eruptions, quarantine restrictions, strikes, freight embargoes or unusually severe weather. Should either the OWNER or Weston & Sampson Services, Inc. fail to perform because of a cause described in this paragraph, the OWNER and Weston & Sampson Services, Inc. shall make mutually acceptable revision in the scope of services schedule or compensation. However, this paragraph may not be used by either to avoid, delay or otherwise affect any payments due to the other party.

- 10.2 In the event activities by OWNER's employees groups or unions cause a disruption in Weston & Sampson Services, Inc.'s ability to perform at the PROJECT, OWNER, with Weston & Sampson Services, Inc.'s assistance or Weston & Sampson Services, Inc. at its own option, may seek appropriate injunctive court orders. During any such disruption, Weston & Sampson Services, Inc. shall operate the facilities on a best-efforts basis until any such disruptions cease.

## **ARTICLE 11 NOTICES**

- 11.1 Any notice provided for under this AGREEMENT shall be deemed sufficient if in writing and delivered personally to the following addresses or deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed as follows, or at such other address as the receiving party shall hereafter specify in writing:

If to the OWNER:

Mr. Michael Connelly  
Director of Finance and Operations  
North Reading, Massachusetts School Department  
189 Park Street  
North Reading, Massachusetts 01864

If to Weston & Sampson Services, Inc.:

John A. Bocchino, Jr.  
President  
Weston & Sampson Services, Inc.  
Five Centennial Drive  
Peabody, MA 01960



AUTHORIZED SIGNATURE: \_\_\_\_\_

John A. Bocchino, Jr., President

Weston & Sampson Services, Inc.

AUTHORIZED SIGNATURE: \_\_\_\_\_

Print Name: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

Title: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

SAMPLE

## **APPENDIX A DEFINITIONS**

- A.1 "Annual Fee" means a predetermined, fixed sum for Weston & Sampson Services, Inc.'s services. The Annual Fee includes cost and profit.
- A.2 "Capital Expenditures" means any expenditures for (1) the purchase of new equipment or facility items that cost more than One Thousand Dollars (\$1,000); or (2) major repairs which significantly extend equipment or facility service life and cost more than One Thousand Dollars (\$1,000) or (3) expenditures that are planned, non-routine and budgeted by OWNER.
- A.3 "Cost" means all Direct Cost and Labor Overhead determined on an accrual basis in accordance with generally accepted accounting principles.
- A.4 "Direct Cost" means the actual cost incurred for the direct benefit of the PROJECT including, but not limited to, expenditures for project management and labor, employee benefits, chemicals, lab supplies, repairs, repair parts, maintenance parts, safety supplies, gasoline, oil, equipment rental, legal and professional services, quality assurance, travel, office supplies, other supplies, uniforms, telephone, postage, utilities, tools, memberships, and training supplies.
- A.5 "Labor Overhead" means corporate administrative expenditures incurred by Weston & Sampson Services, Inc. to support the PROJECT and OWNER.
- A.6 "Maintenance" means those routine and/or repetitive activities required or recommended by the equipment or facility manufacturer or by Weston & Sampson Services, Inc. to maximize the life of the equipment, pipeline, vehicles, treatment plant and associated facilities.
- A.7 The "PROJECT" means all equipment, vehicles, grounds, rights of way, pipelines, treatment plant, and associated facilities described in Appendix D and where appropriate, the management, operations and maintenance of such.
- A.8 "Repairs" means those non-routine and/or non-repetitive activities required for operational continuity, safety, and performance generally due to failure or to avert a failure of the equipment, sewer, vehicle, or facility or some component thereof.
- A.9 "Unforeseen Circumstances" shall mean any event or condition which has an effect on the rights or obligations of the parties under this Agreement, or upon the Project, which is beyond the reasonable control of the party relying thereon and constitutes a justification for a delay in or non-performance of action required by this Agreement, including but not limited to (i) an act of God, landslide, lightning, earthquake, tornado, fire, explosion, flood, failure to possess sufficient property rights, acts of the public enemy, war, blockade,



sabotage, insurrection, riot or civil disturbance, (ii) preliminary or final order of any local, state or federal court, administrative agency or governmental body of competent jurisdiction, (iii) any change in law, regulation, rule, requirement, interpretation or statute adopted, promulgated, issued or otherwise specifically modified or changed by any local, state or deferral governmental body, (iv) labor disputes, strikes, work slowdowns or work stoppages, but excluding labor disputes, strikes, work slowdowns or work stoppages by employees of Weston & Sampson Services, Inc.; and (v) loss of or inability to obtain service from a utility necessary to furnish power for the operation and maintenance of the Project.

SAMPLE

**APPENDIX B**  
**SCOPE OF SERVICE**

To be finalized pending selection of contractor.

The final Appendix B will be modeled closely after the Scope of Services provided in Section Three of our Technical Proposal.

SAMPLE



## **APPENDIX C PROJECT BUDGET**

To be finalized pending selection of contractor.

The final Appendix C will be modeled closely after our provided Price Proposal.

SAMPLE

**APPENDIX D**  
**DESCRIPTION OF PROJECT**

Weston & Sampson Services, Inc. agrees to provide the services necessary for the management, operation and maintenance of the following:

All equipment, grounds and facilities now existing within the present property boundaries of or being used to operate OWNER'S Wastewater Treatment System located at:

North Reading Middle and High School  
191 Park Street  
North Reading, Massachusetts 01864

SAMPLE



**APPENDIX E**  
**MassDEP**  
**GROUNDWATER DISCHARGE PERMIT**

**931-0**

SAMPLE



