

**Albany Pool CSO LTCP – Part A  
Quarterly Report #2  
January 1, 2006 – March 31, 2006**

**Albany Water Board, City of Cohoes, Village of Green Island, City of Rensselaer, City of Troy,  
City of Watervliet**

**Capital District Regional Planning Commission  
Malcolm Pirnie, Inc. / Camp Dresser & McKee / Clough, Harbour & Associates**

**Task 1 – Project Management and Coordination**

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■ ***Scope of Work Description:***

At the outset of the project, we will conduct a kick-off meeting with the CDRPC, at which time we will revisit the goals and objectives for each of the Part A tasks. Reporting requirements to monitor progress of each task will be identified during this task. We will participate in monthly progress meetings with the CDRPC, Albany pool communities, the New York State Department of Environmental Conservation (NYSDEC) and other participating consultants to jointly develop and implement any necessary work adjustments.

We anticipate a duration of up to six months for the Part A Contract. Our budget for this task assumes one kick-off meeting and six monthly progress meetings. It is assumed that meeting minutes will be prepared by CDRPC.

■ ***Activities to Date:***

A project kickoff meeting was held on October 3, 2005. The general approach for the project was reiterated with a special emphasis on the initial data collection phase. Kickoff meeting minutes are attached.

Consultants' coordination meetings were held on February 20, 2006 and March 1, 2006 following the initial reviews of the data provided by the communities. An internal action items list is distributed periodically and bi-weekly coordination calls held on March 14, 2006 and March 28, 2006 to facilitate continued progress on the Project.

A Project Meeting with the CDRPC and the communities was held on March 23, 2006. At that meeting a project schedule was presented along with an update on the status of the Public Participation Plan, Data Inventory/Data Gap Analyses. Dates for the remainder of the Progress meetings were tentatively scheduled for May 4, June 21, August 8, and September 28, 2006.

■ ***Planned Activities:***

Biweekly coordination calls will be held through the completion of the project to facilitate progress. The internal action items list will be updated periodically to support consultant coordination efforts. Additional Progress Meetings are planned for key project milestones including May 4, 2006 (Cost Allocation Workshop #1), June 21, 2006 (LTCP Draft submittal), August 8, 2006 (Cost Allocation Workshop #2), and September 28, 2006 (nearing

Final Draft LTCP).

## **Task 2 – Data Collection and Assessment**

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### ■ ***Scope of Work Description:***

A good understanding of the physical system data available for each Albany pool community is important for preparing a detailed scope and budget for the CSO LTCP, as well as for developing the approach for cost allocation among the communities. As such, the data collection and review should be the first task conducted under Part A of the project. We have already developed an initial survey of information that describes the sewer system and available data within each of the Albany pool communities.

Under this task, we will work with the communities to review and verify information provided during the initial survey. This will allow us to identify any data gaps that will have to be addressed during Part B of the project.

We will also review the data provided by the communities to establish potential cost-allocation parameters for each Albany Pool community, which will be used for the cost allocation under Task 5.

Our budget for this task includes the following activities:

- A. Conduct one initial coordination meeting to review the initial survey results, discuss any additional items to be included in the data survey, and establish a list of parameters for each municipality, which may be used for the cost-allocation task. The coordination meeting will be incorporated as part of the project kick-off meeting.
- B. Develop a list of data requirements and distribute it to the Albany pool communities and sewer districts. We have assumed that each community/ sewer district will provide the following data relative to their systems within four weeks after the receipt of the list of data requirements:
  - Overall sewer maps (plan views) showing sewer piping connectivity and boundaries of sewer shed catchments (if available) within each community for combined, separate sanitary and storm sewers.
  - Detailed plans and profiles for major combined and sanitary interceptors and trunk lines.
  - CSO regulator drawings.
  - Available in-system and CSO flow monitoring data (collected within past five years).
  - Zoning and land use maps.
  - Population data.
  - Real property tax valuation data.
  - WWTP DMR Reports for the last two years.
  - Additional data as identified under sub-task 2.A.
- C. Review the data provided by the communities and identify data gaps; develop a data gap inventory for each community.

- D. Conduct up to a total of four follow-up meetings with engineering and/or sewer maintenance staff of Albany pool communities and sewer districts as necessary to review and discuss the provided data.
- E. Determine the general scope and required level of effort to address additional sewer system physical data collection requirements.
- F. Compile the data for up to 10 cost allocation parameters for the Albany pool communities to be used under the cost allocation task. Examples of cost allocation parameters include total, beneficial and impervious areas within each community, population and population density, and real property tax valuation.

■ ***Activities to Date:***

A project kickoff meeting was held on October 3, 2005. The general approach for the project was reiterated with a special emphasis on the initial data collection phase. A data requirements list was provided for the communities that identified items that would be required to support the development of a Combined Sewer System Modeling and Modeling Plan (CSS Plan), the scope and costs for the LTCP, and the cost-allocation task. The data requirements list was distributed to the communities with a return date of November 4, 2005 targeted. Malcolm Pirnie (MPI) was designated as the project liaison for the Albany, Watervliet and Cohoes, Camp Dresser & McKee (CDM) was designated as the project liaison for Troy and Rensselaer, and Clough Harbour was designated as the project liaison for Green Island.

System data has been received from each community and is currently being evaluated. A data summary data has been developed that summarizes the data available and its quality. The data received is currently being evaluated relative to what is required to support the development of the CSS Plan, the determination of preliminarily identified cost allocation parameters, and for the development of the LTCP.

■ ***Planned Activities:***

Data refinement and identification of additional data needs will continue as the work advances on the development of the CSS Plan, the cost allocation, and the development of the scope of the LTCP. It is anticipated that independent follow up meetings will be scheduled with each community as the data review advances and more detailed information is required. A Data Inventory/Gap Analyses will be developed for distribution.

### **Task 3 – LTCP Scope Development**

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■ ***Scope of Work Description:***

Under this task we will prepare a scope of work, budget, and schedule for the development of the CSO LTCP (Part B), present the recommendations to the CDRPC and Pool Communities, and negotiate approval of the agreed-upon approach with the NYSDEC.

Our budget for this task includes the following activities:

#### **3.1 Develop LTCP Scope of Work**

Using the results of Task 2, the following activities will be performed:

- A. ***Sewer System Physical Data*** – Develop the scope of work required to collect the additional sewer system physical data identified under Task 2.
- B. ***Sewer System Hydraulic Analyses*** – Develop an approach and estimate the effort required for combined sewer system characterization to be performed under Part B. This general approach will be used to estimate the number of metering and sampling locations, program duration and costs. The detailed approach and protocols for these activities (such as exact metering and sampling locations) will be developed under Part B. Part A tasks include:
- Perform initial sewershed delineation.
  - Determine the general scope and objectives of the LTCP sewer modeling task.
  - Develop the general scope and level of effort required for in-system and CSO flow monitoring and precipitation monitoring.
  - Determine the general scope and level of effort required for CSO sampling efforts under Part B.
- C. ***Receiving Water Characterization*** – Develop an approach and estimate the effort required for assessment of in-stream impacts of CSOs, particularly their contribution to impairment for specific water quality criteria and designated uses:
- Complete a preliminary assessment of river water quality data, water quality standards, and pollutants causing impairments and the relative impact of CSO discharges on in-stream water quality during wet weather.
  - Develop an approach and estimate the level of effort and cost required for receiving water characterization to be performed under Part B. The exact procedures and detailed approach will be developed under Part B.
  - Determine the general scope and level of effort in Part B for receiving water quality monitoring necessary to supplement existing water quality information and to evaluate the requirements for CSO reduction.
  - Evaluate the need, goals, and methodology for receiving water quality analyses to be performed under Part B.
- D. ***LTCP Scope of Work*** – Using the results of A through C above, prepare a draft scope and schedule for the LTCP report development. The scope will describe the work required to complete: (1) an analysis of CSO impacts, (2) an affordability analysis, (3) development and evaluation of control alternatives, (4) life-cycle cost estimates, (5) a plan for regulatory compliance for the Albany Pool communities' combined sewer systems, (6) an implementation schedule, and (7) a financing plan. It is assumed that this scope of work will be submitted to the NYSDEC and will be sufficiently detailed to satisfy the requirements of a Combined Sewer System Characterization, Monitoring, and Modeling Plan as required by each community's individual State Pollution Discharge Elimination Systems (SPDES) permit.
- E. ***Cost Estimate*** – Prepare a preliminary cost estimate for Part B by task.

### **3.2 Coordinate the Review and Approval of Part B LTCP Scope**

Under this task we will:

- A. Conduct up to two meetings with the CDRPC and Albany pool communities to review and discuss the draft scope and schedule. These meetings will be conducted as part of the monthly progress meeting.

- B. Identify and define value of in-kind service opportunities for Albany pool communities.
- C. Coordinate and assemble the proposed budgets from the consultant team to prepare a draft LTCP budget.
- D. Conduct up to two meetings to review the draft budget with the CDRPC and Albany pool communities. These meeting will be conducted as part of the monthly progress meetings. Additional discussions, if necessary, will be conducted via conference calls.
- E. Conduct one meeting with the NYSDEC to review and discuss the LTCP scope and budget after a draft LTCP scope is developed to get NYSDEC's concurrence and support. We have assumed that the NYSDEC will be familiar with the Albany Pool communities, their CSOs, receiving water condition and uses, local economic conditions and appropriate levels of detail and analyses for the communities through their participation in selected monthly progress meetings.
- F. Address one set of the NYSDEC's comments.
- G. Prepare revised scope and budget for CSO LTCP development under Part B of the project for submittal to and approval by NYSDEC. If additional review meetings and/or report revisions are required for NYSDEC approval of the LTCP plan, this work will be billed on an hourly basis in accordance with the attached rate schedule until NYSDEC approval is obtained.

■ ***Activities to Date:***

This task was initiated at the March 1, 2006 consultant's coordination meeting. The initial development of data parameters required to support the CSS Plan and the LTCP is being compiled.

■ ***Planned Activities:***

Substantial activity is planned for this task. A preliminary draft CSS Plan and LTCP Scope is schedule for delivery to the communities for June 21, 2006. A second submittal is scheduled for August 8, 2006 and a final deliverable to NYSDEC is schedule for October 18, 2006.

#### **Task 4 – Public Participation Plan**

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■ ***Scope of Work Description:***

The Public Participation Plan will be developed under a separate contract with Clough Harbor and Associates. Under Part A, the MP/CDM team will review and provide comment on the draft Public Participation Plan.

■ ***Activities to Date:***

A draft Public Participation Plan outline was received and reviewed. A project meeting was attended on February 14, 2006 to discuss the outline. A revised outline was received on

March 14, 2006. Comments were prepared and delivered to the project team on March 16, 2006. An additional revision was received on March 30, 2006.

■ ***Planned Activities:***

Additional document reviews will be performed as required. A final to NYSDEC is required by April 18, 2006.

## **Task 5 – Cost Allocation Agreement and Financing Plan**

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■ ***Scope of Work Description:***

Under this task we will work with members of the Albany Pool, both collectively and individually, to define and gain agreement for a clear, mutually-acceptable formula for allocation of the costs. The task will involve developing understanding among the pool communities of the regulatory requirements that will drive the scopes of work for various LTCP tasks, as well as the planning metrics (e.g., population, population density, real property tax valuation, number of overflow locations, size of combined sewer drainage area, etc.) that will determine the proportional planning and engineering requirements for each community and, therefore, their share of the total costs. We will also define opportunities and requirements for In-Kind Services during Part B, as well as a methodology for assessing the value of such services with respect to the overall program cost and the share of each community. A plan to solicit outside funding to finance Part B and subsequent phases of the program will also be developed.

We propose to participate in a two-workshop approach to develop a shared, consistent understanding of scope and cost issues and building consensus on the cost sharing metrics and formula. To reduce travel costs, the workshops will be scheduled as part of the monthly progress meetings.

### **5.1 Workshop #1 – Technical Requirements and Planning Metrics**

Discussion of Cost Allocation Approach:

- A. Elements and stages of cost (planning, design, construction, operations).
- B. Increasing amount of information = increasing understanding of costs and cost allocation (i.e., from planning to design stage).
- C. Planning task cost estimates (from Tasks 1-3).
- D. Typical planning metrics: measures of planning cost requirements (e.g., population, sewer area, average daily flow, number of CSOs, etc.).
- E. Discussion and agreement on metrics.
- F. Preliminary discussion of cost-sharing formula alternatives.
- G. Discuss opportunities, requirements and value of In-Kind Services.
- H. Methodology for definition and incorporation of In-Kind Services.

Using results of Workshop #1 and working with each community, we will participate in the effort to quantify the metrics for each Pool community using existing information available from existing maps, reports and other sources. This information for each agreed-upon metric will be input to the cost allocation formula, along with the cost estimates for the Scope of Work, to get a preliminary assessment of each community's percentage and total cost share in preparation for Workshop #2.

In general, a simple cost allocation formula based on clear metrics with readily available information is preferred for the planning stage of a project such as a long-term CSO control program.

## **5.2 Workshop #2 – Finalize Cost Allocation and Define In-Kind Services and Funding Plan**

The goals of the second workshop will be to reach agreement on the cost allocation formula and resulting percentages and cost shares of each community. We will also discuss options for financing the local share of the costs, including provision of in-kind Services for various tasks. A preliminary agenda for the workshop is as follows:

- A. Discussion of Cost Estimates for Part B (from Tasks 1-3 above).
- B. Discussion of results of assessment of metrics for each community.
- C. Discussion of issues and draft cost sharing agreement.
- D. Preliminary Matrix In-Kind Services: Preliminary Matrix (what by whom, value, etc.).
- E. Identify Financing Options:
  - Loan options.
  - Grant options.
  - Other options.
  - State and federal sources.
  - Financing Strategy for Part B.

After Workshop #2, the cost sharing agreement will be finalized and executed based on the results of the workshops. Future modifications would be based on the better information and actual control requirements developed during completion of Part B.

### ■ ***Activities to Date:***

This task was initiated at the March 1, 2006 consultant's coordination meeting. The initial development of data parameters required to support the cost allocation process is being compiled.

### ■ ***Planned Activities:***

Substantial activity is planned for this task. Workshop #1 is tentatively schedule for May 4, 2006. Workshop #2 is tentatively schedule for August 8, 2006.

## **ADDITIONAL ACTIVITIES**

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■ ***Scope of Work Description:***

Additional costs associated with SPDES permit negotiations and attendance and preparation for technical meetings since January 1, 2005.

■ ***Activities to Date:***

Prior to the October 3, 2005 Part A Kickoff meeting, numerous meetings were attended by the MPI/CDM team throughout 2005. These meetings were held at the request of the CDRPC to support the Part A planning process, to support the communities with negotiations pertaining to their individual SPDES Permits, and in response to specific requests from NYSDEC. Meeting preparation and attendance was required by two or more MPI/CDM parties on January 21, January 27, January 31, March 2, March 18, April 7, May 4, June 2, July 21, August 25, September 13, and September 23, 2005.

■ ***Planned Activities:***

There are no additional activities planned for this Task.