

PRECONSTRUCTION MEETING MINUTES

Bedford Rd Sanitary Sewer – Phase 2 Shades Lane – Contract S-72

DATE: June 28, 2012

NAME OF OWNER
Allegany County Commissioners

ADDRESS (Including Zip Code and Telephone)
701 Kelly Road, Suite 407
Cumberland, MD 21502 (301) 777-5911

NAME OF ENGINEER-ARCHITECT
Mark W. Yoder

ADDRESS (Including Zip Code and Telephone)
Same

NAME OF CONTRACTOR (FIRM)
Tri-State Grouting

ADDRESS (Including Zip Code and Telephone)
567 Walther Road
Newark, DE 19701

LOCATION OF CONFERENCE
Allegany County Office Complex, 701 Kelly Road, Cumberland, MD 21502

SUBJECTS TO BE DISCUSSED

Funding: Bedford Road Sanitary Sewer – Phase 2– Bids received April 10, 2012 – MDE Loan: \$344,775

Bids received as noted above – Tri-State Grouting was the low bidder:

1. Responsibilities of Engineers & Architect: Does not supervise the contractor's employees, equipment or operations. Allegany County Dept. of Public Works – Act as Owner's representative on all construction matters.
2. Responsibilities of Owner's Governing Body:
 - Approve monthly estimates – deliver payment to Contractor (this function delegated to ACDPW)
 - Invoices must be submitted and approved for payment submission by 5th of each month. Need breakdown from Contractor of his bid for payment purposes. Monthly estimate quantities to run through last working day of month. Include certified payroll for previous month. See attached MDE pay request procedures.
3. Responsibilities of Contractor: To perform all construction in accordance with the requirements of the contract.
4. Responsibilities of Any Other Agency Contributing to the Project:
 - MDE Development will administer MDE funding and may do periodic inspections.
5. General Discussion of Contract:
 - A. Alternative Specifications: N/A
 - B. Initiating Construction: Notice to Proceed – July 9, 2012; Contractor to be on site July 23, 2012
 - C. Completion Time for Contract: 180 Consecutive Calendar Days
Completion date: January 5, 2012
 - D. Liquidation Damages: \$500.00/Calendar Day (This covers County's cost to cover inspection, loan payments, etc.)
 - E. Requests for Extension of Contract Time: Presented to Allegany County Dept. of Public Works for approval and further action per specifications. Contractor must document lost time as it occurs and verify with inspector.
 - F. Procedures for Making Partial Payments: Covered in Specifications – prepared by Contractor and inspector, submitted to Allegany County Dept. of Public Works after 1st of each month.
 - G. Guarantee on Completed Work: (Materials, Installed Equipment, Workmanship, Etc.) Part of Bonds and Manufacturer's Certification – 1 year warranty from date of Substantial Completion plus special equipment warranties.

6. Contractor's Schedule:

- A. Analyze Work Schedule in Sufficient Detail to Enable the Engineer to Plan His Operations:
 - Contractor submit schedule within 10 days of Notice to Proceed and before July 23, 2012. Schedule will be reviewed by ACDPW with discussion planned at first progress meeting.
 - Progress Meetings – Matt Marshall will be MDE representative.
 - First Progress Meeting first Tuesday of month.
- B. Equipment to be Used by Contractor: Safe and sufficient for work. Contractor utilizes equipment that is appropriate for the task and its intended purpose.
- C. Contractor's Plans for Delivering Materials to Project Site: (Protection and Storage of Materials)
 - Contractor's responsibility – must be protected and insured.
 - Requests for Payment of materials stored must be accompanied by paid invoices.

7. Subcontracts:

All subcontractors must be approved by the Allegany County Dept. of Public Works prior to working on the project; no subcontract in excess of 50% of contract without approval.

8. Status of Materials Furnished by the Owner:

- a. Schedule for Future Deliveries: N/A – no materials supplied by Owner.
- b. Procedures to be adopted by Contractor in accounting for and storing such materials.

9. Change Orders:

Change Order request initiated on the project, forwarded by Contractor to Allegany County Utilities Division. Field Directives will be issued on site for changes not requiring cost revisions. Change Orders must be approved by all parties before including them on payment request. MDE will need copy of request with justification. No Change Order work can be done before approval. Include labor breakdown, hours and dollars, and material and parts breakdown. Change order requests must include breakdowns of material and manhour labor costs. Change orders are also required for extension of contract time and must be approved by MDE, before included in pay request.

10. Staking of Work: Contractor responsible for all layout, cut sheets, etc. Cut sheets are not required since all waterlines require a minimum of 4' of cover. Stakeout must be done ample time in advance so that inspector can video. Some nearby benchmarks are available.

11. Project Inspection:

- A. Functions of the Engineer, including Records and Reports: Inspect the quality of the work, make measurements and interpret the Contract Documents.
- B. Responsibilities of Owner: Project Payments: Delegated to ACDPW
- C. Safety and Sanitary Regulations: It is the Contractor's responsibility to comply with all State and Federal safety requirements, and to provide a safe working place for both his personnel and those of the Engineer. Safe traffic flow must be maintained in the project area. Any road closures to be called in to 911 by ACDPW personnel; will need to renotify when open. Contractor must closely coordinate bus routes with the Board of Education when schools are in session. Calls to Civil Defense at 301-777-7111.
- D. Minimize disruption of services.
- E. Project inspector will be Richard Beckwith.

12. Final Acceptance of Work: (Includes requirements for tests and clean-up of project site.): As in the specifications.

13. Labor Requirements:

- A. Equal Employment Opportunity Requirements: Non-discrimination in hiring compliance required.
- B. Davis-Bacon Act: Davis Bacon wages **ARE** required. Interviews on-site. Certified payrolls required.

- C. Other Federal Requirements: MDE project signs required. Signs must be erected prior to first payment estimate.
- D. Appropriate job and labor posters are required to be posted at the Contractor's field office
- E. Local Requirements: N/A
- F. Union Agreements: Between Contractor and union trades.
- G. Reports Required: As required by Federal and/or State law.

14. Equal Employment Provisions of Contract: Comply with Executive Order 11246

15. Rights-of-Way and Easements: N/A

16. Placement of Project Signs and Posters: Contractor to coordinate at the Pump Station with ACDPW.

17. Handling Disputes: All handled through ACDPW.

18. Shop Drawings: Contractor is to submit minimum six (6) copies of each shop drawing to ACDPW.

19. Coordination with Others: Contractor needs to conduct his work in a manner that will not adversely impact roads, driveways, etc. Contact Miss Utility for project utility location marking for certain agencies.

Existing utilities: Allegheny Power, Verizon, Allegheny County Water and Sanitary Sewer.

Allegheny County Utilities Division does not respond to Miss Utility.

20. Photographic Record: Monthly photographs of key construction activities are to be taken by the Contractor. Copies of photos to be enlarged (8" by 10") for the project record will be provided by ACDPW at the monthly progress meeting. County inspector will review Pre and Post CCTV.

21. Emergency Call-out List: Contractor must submit a list of emergency contact numbers for his employees. ACDPW personnel can be contacted via the County's Civil Defense Department (301) 777-7111.

22. Sanitary Facilities: Contractor shall provide separate sanitary facilities for his employees.

23. Construction Progress Schedule: Contract needs to submit progress schedule of work for review and action by Engineer. After comment, the Contractor will then need to submit four (4) copies for distribution. The schedule should be updated and distributed at monthly progress meetings.

24. Existing Utilities:

Existing utilities and contact people are listed on the construction plans. Contractor responsible to call Miss Utility.

25. Contract Documents: Two (2) sets of plans and specifications were given to Contractor.

26. Waste Sites

- Any proposed waste site to be used must be permitted with active date and number. Should not use sites that permit seems questionable. May contact County Department of Community Development (301-777-5951) to obtain grading permit. If contractor places fill at unpermitted or invalid area, they will be responsible for removal of same.
- Per MDE standards, permit is not necessary if contractor is disposing of less than 100 CY or disturbing less than 5,000 SF (e.g., private home); requirements pertinent to placement outside of floodplain, nontidal wetlands, etc. are still valid for these small quantities.

27. Site Restoration

- State law requires disturbed areas restored to condition equal to or greater than that which exists prior to construction within (7) days and no more than (14) days after disturbance under Maryland Sediment and Erosion Control laws. All areas in/around drainage areas need to be topsoiled, seeded and mulched within 24 hours. Laydown areas are shown on the drawings.

28. Project Retainage

- County will withhold 10-percent on initial 50-percent of contract and 5-percent on remaining 50-percent until such time as project is substantially complete and approved.

29. Work Hours: Five – 8 hour days

30. Historic/Archaeological

- Per State law, if Contractor finds any artifact, historic structure, any item or site of a potential historic significance, etc. during construction, must cease work, notify County who will in turn notify funding agencies including State Historic Preservation Office.

31. Miscellaneous

- Prior to beginning construction, the contractor needs:
 - o Project signs installed
 - o Shop drawings submitted and approved
 - o Source material approval
- “As-Built” drawings must be kept current

32. The need for a clean project site is emphasized.

33. Contractor is responsible for all by-pass pumping and fines associated with any spills or overflows. Contractor to notify Owner immediately of any problems.

34. Tri-State Grouting to provide a unit price for lateral CCTV and cleanout installation per foot lateral lining.

Notes Prepared By:

Mark W. Yoder, P.E.
Utilities Division Chief

MWY/ccg

Att.

f:PreconstructionMinutes/CorriganvillePS