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**ARCHITECTS  
ENGINEERS**

400 HIGH STREET  
SEAFORD, DE 19973  
PH: 302.628.1421  
FAX: 302.628.8350

SALISBURY  
BALTIMORE  
SEAFORD

[www.gmbnet.com](http://www.gmbnet.com)

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**PRE-CONSTRUCTION MEETING AGENDA**

**DONOVAN SMITH MOBILE HOME PARK SEWER AND WATER EXTENSION  
CITY OF LEWES BOARD OF PUBLIC WORKS  
LEWES, DELAWARE**

**January 19, 2023  
12:00 PM**

**GMB PROJECT NOS. 170196/190048**

<b>OWNER:</b>	<u>Lewes BPW</u>
Represented by:	Austin Calaman (General Manager) Robin Davis (Asst. General Manager)
<b>CITY:</b>	<u>City of Lewes</u>
Represented by:	Ann Marie Townshend (City Manager)
<b>CONTRACTOR:</b>	<u>Teal Construction</u>
Represented by:	Johnny Stant
Superintendent:	
<b>ENGINEER:</b>	<u>George, Miles &amp; Buhr, LLC</u>
Represented by:	Josh Elliott, P.E. Vincent Luciani, P.E. Charles O'Donnell, P.E.
Resident Project Representative:	Duane Hoffman
<b>DNREC</b>	
Represented by:	Greg Pope, P.E. Keith Kooker, P.E.
<b>DHSS</b>	
Represented by:	Doug Lodge, P.E.
<b>CONTRACT AMOUNT:</b>	\$4,446,446.00
<b>CONTRACT TIME:</b>	630 Calendar Days
<b>LIQUIDATED DAMAGES:</b>	\$1,500 per calendar day
<b>NOTICE TO PROCEED:</b>	
<b>CONTRACT COMPLETION:</b>	

JAMES H. WILLEY, JR., P.E.  
PETER A. BOZICK, JR., P.E.  
CHARLES M. O'DONNELL, III, P.E.  
A. REGGIE MARINER, JR., P.E.  
JAMES C. HOAGESON, P.E.  
STEPHEN L. MARSH, P.E.  
DAVID A. VANDERBEEK, P.E.  
ROLAND E. HOLLAND, P.E.  
JASON M. LYTLE, P.E.  
CHRIS B. DERBYSHIRE, P.E.  
MORGAN H. HELFRICH, AIA  
KATHERINE J. MCALLISTER, P.E.  
W. MARK GARDOCKY, P.E.  
ANDREW J. LYONS, JR., P.E.

JUDY A. SCHWARTZ, P.E.  
W. BRICE FOXWELL, P.E.

JOHN E. BURNSWORTH, P.E.  
VINCENT A. LUCIANI, P.E.  
AUTUMN J. WILLIS  
CHRISTOPHER J. PFEIFER, P.E.

1. Sign-In/Introductions - Discuss each participant's role on the project and the lines of communication to be established.

**2. Project Scope**

The project scope consists of the following work items:

- Removal and disposal

- Erosion and sediment control measures
  - Installation of 4,510 feet of PVC sanitary sewer
  - Construction of 21 4-foot diameter precast concrete manholes for a total of 200 vertical feet with frames and covers
  - Installation of 220 lateral cleanouts with 124 frames and covers
  - Installation of 10,000 feet of PVC sanitary sewer laterals
  - Installation of 124 PVC sanitary sewer wye branches
  - Connection of 99 sanitary sewer laterals into existing mobile home effluent lines
  - Installation of 5,950 feet of various diameter water main
  - Installation of 9,000 feet of polyethylene water services
  - Installation of 124 corporation stops
  - Installation of 124 curb stops with valve boxes
  - Connection of 99 water services into existing mobile home water piping
  - Installation of 2 owner supplied water meters
  - Installation of 2 water meter vaults
  - Installation of 22 various sized gate valves with valve boxes
  - Installation of 9 fire hydrant assemblies including valves and hydrant leads
  - Installation of 1 water main blowoff assembly
  - Abandonment of 2 community wells
  - Abandonment of 23 various sized septic tanks and holding tanks
  - Installation of 80 feet of "StormTech" units
  - Installation of 220 cubic yards of "Type B" bituminous concrete base course for Donovans Road permanent trench restoration
  - Milling 3,000 square yards of asphalt pavement in Donovans Road
  - Installation of 3,000 square yards of Superpave "Type C" asphalt overlay in Donovans Road
  - Installation of 2,400 square yards of DelDOT "Type B" graded aggregate base course for mobile home park road reconstruction
  - Installation of 10,500 square yards of Superpave "Type B" asphalt for mobile home park road reconstruction
  - Installation of 10,500 square yards of Superpave "Type C" asphalt for mobile home park road reconstruction
  - Installation of 40 feet of concrete curb
  - Installation of 5 cubic yards of #57 graded aggregate on Cooper Circle
  - Installation of 9 speed humps with markings and signage
  - Installation of epoxy resin paint traffic striping and markings
  - Installation of 3 signs and sign posts
  - Installation of thermoplastic traffic markings
  - Private property repairs/restoration due to water service/sewer cleanout installations, and associated appurtenances
3. Status of Agreements – Received
  4. Status of Bonds – Not received
  5. Status of Certificate of Insurance – Not received
  6. Funding – Provided by the following agencies; as such, all provisions of each agency shall be followed during construction:



- a. Delaware Water Pollution Control State Revolving Loan Fund through the DNREC Division of Water Resources Financial Assistance Branch
  - b. Delaware Drinking Water State Revolving Fund through the Department of Health and Social Services Office of Drinking Water
  - c. The higher of the Davis Bacon Wages versus the State Wage Rates are to be utilized on this project. A copy of the wage rates and Federal Poster WH1321 shall be posted at the project site.
  - d. Teal Construction shall review the wage decision to see if additional classifications are needed.
  - e. Weekly certified payroll reports shall be submitted to GMB.
  - f. Teal Construction shall provide a list of all subcontractors used on the job.
  - g. All contractors and subcontractors shall comply with executive order 11246, "Equal Employment Opportunity (EEO)"
  - h. EEO Poster shall be posted at the job site.
  - i. Certification regarding equal employment opportunity will be required of primary and subcontractors.
  - j. This project will comply with the "American Iron and Steel (AIS)" requirements of section 436 of P.L. 113-76 Consolidated appropriations Act.
  - k. In each payroll application, provide construction progress pictures for the period applied for.
  - l. Wage interviews will be required. The frequency will be determined by DNREC/DHSS. Interviews will be conducted by Dean Culver.
7. Project Sign – One project sign is required. GMB will provide the sign details per the template described in the DNREC project conditions section of the specifications. A proof of the sign should be submitted for review and approval prior to ordering the sign. The sign location will be coordinated with GMBs RPR.
8. Notice to Proceed - Establish NTP Date.
9. Schedule - Contractor to submit a progress schedule in bar chart form and shall provide updates to the schedule at each monthly progress meeting.
10. Field Office – A field office is not required, however, if desired, the location is to be coordinated with the BPW.
11. Equipment and Material Laydown Area – A laydown area has been provided and is shown on the project drawings. If additional laydown areas are needed the contractor will be responsible for securing them.
12. Resident Project Representative - GMB will have a full time RPR on the project. GMB RPR overtime rates must be paid by the Contractor for any work in excess of 3,500 total hours on the project, as stated in Addendum No. 1. Normal working hours are between 7:00 AM and 7:00 PM Monday through Friday.

- a. RPR hours will be tracked and presented at monthly progress meetings. Any discrepancies shall be brought up at the progress meetings and not at the conclusion of the project.
13. Work Hours – The City allows “normal” work between the hours of 7:00am and 7:00pm, but exceptions may be granted if requested with sufficient notice. Subcontractors must work the same hours as the Contractor. A representative of the Contractor authorized to make decisions related to the work being performed shall be on site whenever Subcontractors are working. Any request to work weekends or holidays shall be made in writing at least 48 hours in advance.
14. Notification of Residents - Contractor must notify residents a minimum of one (1) week in advance of any work occurring.
15. Compaction Testing – To be performed where directed by GMB. DELDOT requires one test per lift per 100 LF of trench.
16. Trench Backfill – The contractor is requested to maximize the reuse of excavated material as much as possible. Stockpile all suitable material excavated from the trenching so that it can dry as much as possible. GMB will assess the suitability of the excavated material for use as backfill.
17. Requests for Information (RFI's) – All RFI's to be submitted in writing to GMB, Attn: Josh Elliott.
18. Safety – Safety is the sole responsibility of the Contractor; the Contractor shall abide by all local, federal and state safety regulations including OSHA. The Contractor shall be solely responsible for initiating, formulating, supervising, reviewing and overseeing all SAFETY precautions, practices, procedures, and programs that are, or should be provided in connection with the work. Contractor will take all necessary or proper precautions for the SAFETY of and will provide the necessary protection to prevent damage, injury or loss to the work, property and/or persons. The Contractor shall comply, within the prices bid and without extra cost to the Owner, with all safety regulations or determinations issued by an agency of the Federal Government, including OSHA and the State of Delaware.
19. The Contractor shall contact MISS UTILITY, the Lewes BPW, and the mobile home parks representative 48 hours in advance of any excavations.
20. Communication with Residents, media, etc. – The Contractor is to direct all complaints, questions etc. to the GMB RPR.
21. Access - Vehicular access must be provided at all times to all residences and pedestrians who are not within the hard closure work area. Access for emergency vehicles and special needs residents must be maintained at all times.
22. Traffic Control - Contractor shall be responsible for traffic control during the course of the project, and shall coordinate with the Owner, Engineer, and regulating authority as required. All traffic control flaggers are to be certified.
  - a. A detour plan must be submitted by the contractor for all road closures within Donovan-Smith. The plan must show, at a minimum, the detour path, detour signage, barricades on either side of the road closure, and



advance warning signs. Message boards will not be required inside the community.

23. Shop Drawings –The Contractor shall submit to the Engineer, a complete list of shop drawings to be submitted. Three (3) copies plus the number required by the Contractor. All shop drawings shall bear the Contractors review stamp. An updated submittal log shall be provided at each progress meeting. Shop drawings should be submitted ASAP.
24. Survey/Stakeout - Contractor is responsible for survey and layout/stakeout. Cut sheets are to be provided at least 24 hours in advance of installation.
25. Test Pits - Test-pitting performed in advance of installation of utilities to determine potential conflicts will not be a pay item. Test pitting where directed will be paid for utilizing Contingency Item "Miscellaneous Excavation and Backfill".
26. Temporary utility trench restoration – DELDOT will allow "temporary trench restoration", however, the temporary restoration may remain in place for a maximum of 4 days. After 4 days, the specified trench repair must be installed.
27. Construction Dewatering – A permit will be required for any construction dewatering. There is no separate pay item for construction dewatering.
28. Public Relations – Teal Construction is requested not to communicate with residents or business owners directly. Complaints or questions are to be directed to GMB's RPR or the Lewes BPW.
29. The Contractor shall be responsible for maintaining one (1) set of red-line record documents which are to be submitted to the Engineer at the project completion. Record drawings are to be provided by a professionally registered engineer or licensed surveyor.
  - a. Record documents shall be brought to each progress meeting and will be reviewed for completeness.
30. Payment Procedures - A draft copy of the monthly payment requisition shall be submitted to the RPR fourteen (14) calendar days prior to the monthly progress meeting. Six (6) original executed copies are to be submitted seven (7) calendar days prior to the monthly progress meeting.
31. Change Orders – No additional work shall be performed without authorization from the Owner. Any requests for time extensions must include adequate documentation.
32. Permits – A copy of the permits are provided with the bid documents.
33. Questions and Comments – Open the meeting for all participants to ask questions or provide comment.
34. Establish Progress Meeting date.