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PRE-CONSTRUCTION MEETING MINUTES

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. 170196/190117

OWNER: Represented by:	<u>Lewes BPW</u> Austin Calaman (General Manager) Robin Davis (Asst. General Manager) Earl Webb (Vice President) Tom Owen (Asst. Treasurer)
CITY: Represented by:	<u>City of Lewes</u> Ellen Lorraine McCabe (Asst. City Manager)
CONTRACTOR: Represented by:	<u>Teal Construction</u> Johnny Stant
Superintendent:	
ENGINEER: Represented by:	<u>George, Miles & Buhr, LLC</u> Josh Elliott, P.E. Vincent Luciani, P.E. Charles O'Donnell, P.E.
Resident Project Representative:	Duane Hoffman
DNREC Represented by:	Keith Kooker, P.E.
DHSS Represented by:	Doug Lodge, P.E.
CONTRACT AMOUNT:	\$4,446,446.00
CONTRACT TIME:	630 Calendar Days
LIQUIDATED DAMAGES:	\$1,500 per calendar day
NOTICE TO PROCEED:	Not established
CONTRACT COMPLETION:	630 days after Notice to Proceed

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 – Received at this meeting
5. Status of Certificate of Insurance – Not received

- a. Teal Construction is still working on acquiring the builder's risk insurance policy. This policy is required by the property owner's lender and is not typically required on utility construction projects. Teal Construction's insurance company has requested additional project information so that they can increase the policy limit to the limit required by the property owner's lender. Teal Construction believes there will be no issue getting the correct policy, it is just taking longer than usual.
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 will be providing the sewer portion of the project funding.
 - b. Delaware Drinking Water State Revolving Fund through the Department of Health and Social Services Office of Drinking Water will be providing the water portion of the project funding.
 - 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.
 - i. GMB will provide the required format for submission.
 - l. Wage interviews will be required. DNREC/DHSS determined the wage interviews will take place approximately 2 weeks after the start of construction and 2 weeks prior to the completion of construction. Interviews will be conducted by Dean Culver with GMB.
 - m. The office of drinking water requires monthly project meetings. These will take place in the City Council Chambers and be scheduled in conjunction with the City and the BPW. The meetings will be open to the public.

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. DNREC will also review the proof prior to approval. The sign location will be coordinated with GMBs RPR and potential locations will be sent to DNREC and ODW for approval.
 - a. Both the DNREC and the ODW decals will be placed on one project sign.
8. Notice to Proceed – The Notice to Proceed date will be established once the complete certificate of insurance is received.
9. Schedule - Contractor to submit a progress schedule in bar chart form and shall provide updates to the schedule at each monthly progress meeting.
 - a. The contractor should prepare a schedule and update it once the notice to proceed is established.
10. Field Office – A field office is not required, however, if desired, the location is to be coordinated with the BPW.
 - a. Teal Construction will not be utilizing a field office.
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.
 - a. Teal Construction indicated that they will not require an additional laydown area.
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.
 - a. Teal Construction anticipates working from 7:00 am to 5:00 pm Monday through Friday.
 - b. No 24-hour per day work will occur.
14. Notification of Residents - Contractor must notify residents a minimum of one (1) week in advance of any work being performed on their homes.
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.
 - a. GMB is to meet with Phil Cannon from KDM Development (property owner). Teal requested that they attend this meeting.
20. Communication with Residents, media, etc. – The Contractor is to direct all complaints, questions etc. to the GMB RPR.
 - a. Residents are encouraged to bring any issues up to the GMB RPR immediately.
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.
 - a. Duane Hoffman will work with residents when construction may interfere with the typical access of a resident's home.
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.
 - i. A simple sketch of the plan will suffice provided that it includes all of the listed requirements.
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.

- a. DNREC and ODW do not require copies of submittals, however they will require AIS certification from GMB at the completion of the project.
 - b. Teal Construction has submitted a portion of the required shop drawings. GMB will review these, but Teal should not order materials until all contract documents are received.
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.
 - a. Atlantic Surveying and Mapping will be performing survey/stakeout.
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.
 - a. Teal Construction anticipates dewatering at the deeper parts of the sewer installation near the entrances to the mobile home community.
 - b. No permit applications have been submitted for 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. This is a new requirement for GMB projects intended to ensure as-builts are kept up to date.
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.
 - a. Tom Owen recommended that GMB looks into plans for a project ground-breaking ceremony.

- b. Doug Lodge requested a copy of the Notice to Proceed once it has been filled out.
- c. Phil Young asked if his property was included in the project and it was determined that it is.
- d. When is the expected construction start date?
 - i. Teal Construction responded that the construction start date will be based on the Notice to Proceed date. Once the NTP is given and submittals are approved Teal can order materials. After the materials are ordered it will be 4-8 weeks for delivery and then construction can begin. On the current timeline **residents can expect construction to begin between the end of March and the end of April.**
- e. A resident asked if they will need bottled water for water shutdowns.
 - i. Teal construction responded that the only anticipated loss of water will be when an individual home is being connected to. In this case a typical water shutdown will take between 1 and 2 hours, but in extraordinary circumstances a water shutdown could last 1 day. These water shutdowns will only impact the home being connected to.
- f. A resident asked if contact numbers will be provided for the project.
 - i. Contact information was provided at the resident information meeting on November 14th. Duane Hoffman will be the resident contact for the project, and he will provide his contact information.

34. Progress meeting No. 1 will take place on March 1st at 10:00 am in the City of Lewes Council Chambers.

- a. Subsequent progress meetings have been scheduled for the first Wednesday of each month at 10:00 am in the City of Lewes Council Chambers. Notice of any changes to these regularly scheduled meetings will be given in advance of the meeting.
- b. Progress meetings will be open to the public.
- c. Recordings of all progress meetings and project drawings will be provided on the Lewes BPW website.

Anyone taking exception to any of the above-listed items should notify this writer within ten (10) days of receipt.

Respectfully submitted,



Josh Elliott, P.E.
Project Manager

**SIGN-IN SHEET
PRE-CONSTRUCTION CONFERENCE**

**DONOVAN SMITH MOBILE HOME PARK SEWER AND WATER EXTENSION
LEWES, DELAWARE**

**JANUARY 19, 2023
TIME: 12:00 P.M.
GMB PROJECT NOS. 170196/190048**

Name	Company	Email	Phone #
1. JOSH ELLIOTT	GMB	jelliott@gmbnet.com	443-359-1800
2. Keith Kooker	DNREC	Keith.Kooker@delaware.gov	302-139-9351
3. Dannie Hoffman	GMB	dhoffman@gmbnet.com	302-519-3520
4. ROBIN DAVIS	BPW	RDAVIS@LEWESBPW.COM	302-645-6224
5. Vinco Luciani	GMB	vluciani@gmbnet.com	302-430-9544
6. Day Ledge	O/E	day.ledge@delaware.com	302-741-0440
7. Johnny Stant	Teal Construction	jstant@tealconstruction.com	302-270-7093
8. Ellen Lorraine McCabe	City of Lewes	emccabe@ci.lewes.de.us	302-645-7777
9. Janelle Cornwell	COL	jcornwell@ci.lewes.de.us	302-645-7777
10. John Robitaille	COL	jrobitaille@ci.lewes.de.us	302-645-7777
11. Phil Young	DONOVAN SMITH	NCC PR 195@HOTMIL.COM	302-354-1767
12. Todd Bowman	DONOVAN SMITH	TBGRANDMA2@VERIZON	717-475-8583
13. Donna Hoyle	DONOVAN SMITH	obxhottub@aol.com	302-519-4591
14. Jonathan	COL		302-645-7777 x137
15. Mary Ward	DS	mward@vermontel.net	802-245-4129
16. June Henry	D Smith	two yorksides 22	410-829-4615
17. Margaret Wayne	Charles A Smith	waynebrisdade@comcast.net	267-240-9207

Charles A. Donnell GMB codonnelle@gmbnet.com 410-430-7056

18.	Jen Daisey BPW		
19.	Kim Belter BPW		
20.	Sherry Miller		
21.	Sam Saunders		
22.	Laura Oakley BPW		
23.	Zach Kohler GMB	zkoehler@gmbnet.com	943-397-0600
24.	Sharon Sexton BPW		
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