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PROGRESS MEETING NO. 1 Minutes

Donovan Smith Mobile Home Park Sewer and Water Extension City of Lewes Board of Public Works Lewes, Delaware

March 1, 2023, 10:00 a.m.
GMB Project Nos. 170196/190117

CONTRACT AMOUNT:	\$4,446,446.00
CONTRACT TIME:	630 Calendar Days
LIQUIDATED DAMAGES:	\$1,500 per calendar day
NOTICE TO PROCEED:	February 16, 2023
CONTRACT COMPLETION:	November 7, 2024
DAYS USED:	13
DAYS REMAINING:	617
PERCENT TIME USED	2.1%
PERCENT COMPLETE:	0%

- Schedule - Contractor to submit a progress schedule in bar chart form and shall provide updates to the schedule at each monthly progress meeting.
 - Teal construction will provide a detailed schedule prior to the start of construction.

Work Completed Since Previous Meeting:

- The project agreement was signed and the notice to proceed was given on February 16, 2023.
- Shop drawings have been submitted and reviewed.

Work to be Completed in Next Month

- DeIDOT Preconstruction Meeting
- Order Materials
- Mobilization

- SRF Funding
 - The first wage rate interviews will take place approximately 2 weeks after the start of on the ground construction. Dean Culver will perform the wage interviews.
 - Once construction begins weekly certified payroll reports shall be submitted to GMB.
- Equipment and Material Laydown Area – GMB walked through the site with Teal Construction and representatives from the Mobile Home Park owner. Teal confirmed that the provided laydown area should be adequate. The

JAMES H. WILLEY, 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.

PETER A. BOZICK, 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.
BENJAMIN K. HEARN, P.E.

representatives from the Mobile Home Park pointed out additional areas that could be used if needed.

4. Project Sign –
 - a. GMB provided several locations for the project sign to DNREC. DNREC chose a spot next to Teller Wines due to the visibility of the location.
 - b. 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 by DNREC and DHSS prior to ordering the sign.
5. DELDOT Items:
 - a. DELDOT Preconstruction Meeting - DELDOT requires the contract to attend a specific DELDOT preconstruction meeting prior to any work being completed. GMB will setup meeting and attend.
 - b. 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.
 - c. 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. Contractor is to coordinate with delivery trucks for businesses located in the work area.
 - d. Maintenance of Traffic - Proposed maintenance of traffic consists of lane closures with flaggers.
 - e. Compaction Testing – To be performed where directed by GMB. DELDOT requires one test per lift per 100 LF of trench.
 - f. Donovan's Road 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 (11" Type B graded aggregate, 5" Superpave "Type B" asphalt) must be installed.
6. The Contractor shall contact MISS UTILITY, the Lewes BPW, and Tony Garcia from Donovan Smith Mobile Home Park 48 hours in advance of any excavations.
7. Notification of Residents – GMB will coordinate with Teal Construction and notify residents a minimum of one (1) week in advance of any work being performed on their homes.

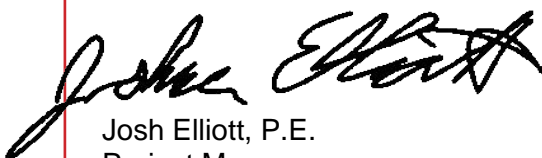
8. Communication with Residents, media, etc. – The Contractor is to direct all complaints, questions etc. to the GMB RPR.
 - a. Residents are encouraged to bring any issues up to the GMB RPR immediately.
9. Dewatering – A permit is required for any construction dewatering. There is no separate pay item for construction dewatering.
 - a. No permit applications have been submitted for dewatering.
 - b. During the site walkthrough GMB and Teal discussed potential discharge locations for the dewatering system.
10. Requests for Information (RFI's) – All RFI's to be submitted in writing to GMB, Attn: Josh Elliott.
11. 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.
12. Submittals –
 - a. GMB has reviewed all received submittals except for the following:
 - i. Water Meter Valve Vault
 - b. GMB will provide Teal Construction with a list of submittals that are outstanding. Known outstanding submittals include the following:
 - i. Stormtech Units
 - ii. DeIDOT Materials
 - c. Teal Construction will submit DeIDOT source supply directly to DeIDOT.
13. Survey/Stakeout - Contractor is responsible for survey and layout/stakeout. Cut sheets are to be provided at least 24 hours in advance of installation.
14. Jobsite Conditions, resident complaints, etc. – None to date.
15. Inspector Hours Used –
 - i. Amount since last meeting – 0 hours

- ii. Amount to date – 0 hours
 - iii. Amount remaining – 3,500 hours
16. Weather Delays – 0 since last meeting; 0 days total due to weather.
17. Trench Backfill – The contractor is requested to maximize the reuse of excavated material as much as possible. An area has been provided for stockpiling material excavated from the trenching so that it can be utilized as backfill. GMB will assess the suitability of the excavated material for use as backfill.
18. Status of Contingency Items – No contingency items have been used.
19. The Contractor shall be responsible for maintaining one (1) set of red-line record documents which are to be reviewed for consistency at each progress meeting and submitted to the Engineer at the project completion. Record drawings are to be provided by a professionally registered engineer or licensed surveyor.
- a. GMB will provide 3 sets of construction plans to Teal Construction.
20. Change Orders – No additional work shall be performed without authorization from the Owner. Any requests for time extensions must include adequate documentation.
21. Questions and Comments – Open the meeting for all participants to ask questions or provide comment.
- a. Keith Kooker stated that DNREC does not anticipate a groundbreaking ceremony.
 - b. Terry Saunders read a prepared letter at the end of the meeting. The letter has been attached to these minutes.

The NEXT PROGRESS MEETING is scheduled for April 5, 2023, at 10:00 a.m. in the City of Lewes Council Chambers.

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
PROGRESS MEETING NO. 1**

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

March 1, 2023
TIME: 10:00 A.M.
GMB PROJECT NOS. 170196/190117

Name	Company	Email	Phone #
1. JOSH ELLIOTT	GMB	jelliott@gmbnet.com	443-359-1800
2. Charles O'Donnell	GMB	codonnell@gmbnet.com	410-430-7056
3. TONI BOWMAN	RES. DSMHC	TBG-RANDMA2@VERIZON.NET	717-475-8523
4. Richard + Donna Hoepfl	DSMHC	Obxhottub@aol.com	302-519-4591
5. DORNE HOFFMAN	GMB	dhoffman@gmbnet.com	302-519-3527
6. DEAN CULVER	GMB	dculver@gmbnet.com	302-381-0282
7. JOHN ROBITHUIS	C.O.L.	JROBITHUIS@CI.LEWES.DE.US	302-645-7777 x100
8. Jonathan Garcia	C.O.L.	Jgarcia@ci.lewes.de.us	302 645 7777 136
9. ROBIN DANIS	BPW	RDANIS@LEWESBPWDE.GOV	302-645-6228
10. Sharon Sexton	BPW	ssexton@lewesbpwde.gov	302-645-6228
11. Margriet Vayre Cervantes		maryhbrisdade@comcast.net	267-240-9207
12. Sam Saunders	DSHOA	deepdream@msn.com	202-422-2574
13. Terry Saunders	DSMHOA	tjarrett1@msn.com	202-422-2586
14. Doug Lodge	OE	doug.lodge@delaware.gov	302 741-8640
15. Keith Kooker	DNREC	Keith.Kooker@delaware.gov	302-739-9351
16. Johnny Stant	Teal Construction	jstant@tealconstruction.com	302-270-7090
17. Phillip Cannon	KDM	phillipc@kdmdevelopment.com	302-578-0872

February 28, 2023

To Mr. Derrick Carruthers

I just read your email to Mr. Calaman about your latest findings at Donovan Smith. Our community thanks you for your informed assessment and plan. We are pleased that Lewes City is working with DNREC and Donovan Smith Management, but what needs to be improved is communication with the community and the attendant transparency.

All the Donovan Smith residents are Lewes Citizens, customers of the Management Company, homeowners, taxpayers, and most importantly, Stakeholders. BPW seems to view us as stakeholders, but this does not apply to the Lewes City government, Department of Code Enforcement, DNREC, or KDM.

No one is interested in the leaseholder/community owner relations history since Ken Burnham bought our park in 1996. But one thing is clear communication and cooperation have been a low point. To this end, we suggest that DNREC, Lewes City, BPW, and KDM have structured written communications (e.g., the emails flying around about us) that include the HOA so that all parties can share correct and accurate information. DNREC could hold periodic community surveys to understand better how we live with chronic water and sewer versus getting reports from Tony Garcia, who talks to Jonathan Garcia (Business talking to Government).

The HOA can be instrumental in relaying to DNREC how well the current septic management works, especially in the evenings/ weekends when everyone is at home. We know how often the septic trucks come to the pump compared to what KDM reports on the Donovan Smith website. There is no need to repeat the past. We are all interested in the project's success and living a quality of life that other Lewes Citizens share. For

example, Knowing the telephone number to call if there is a spill, suspect a spill, or report water problems would be helpful and a step forward.

Citizens of Donovan Smith await your response.

Samuel Saunders

Terry Saunders MD

Donovan Smith Manufactured Home Owners Association Officers