



GEORGE, MILES & BUHR, LLC

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PROGRESS MEETING NO. 2 Minutes

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

April 5, 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:	48
DAYS REMAINING:	582
PERCENT TIME USED	7.5%
PERCENT COMPLETE:	0%

1. Schedule:

- a. Teal construction has given the following schedule. Once the Contractor has a sewer crew become available, they will be able to give a more complete schedule:
 - i. Week of 3/27 – survey and stakeout of the water main on Donovans Road.
 - ii. Weeks of 4/3 and 4/10 – water materials for Donovans Road will be delivered to the laydown yard. Permanent signs will be set up on Donovans Road.
 - iii. Weeks of 4/17 and 4/24 – a water crew will be mobilized and will begin installing water main on Donovans Road. Once the crew is on-site it is anticipated that the water installation on Donovans Road will take 2 to 3 weeks.
 - iv. Weeks of 5/1 and 5/8 – sewer manholes and sewer pipe will be delivered.

Work Completed Since Previous Meeting:

- Materials have been ordered.
- Stakeout on Donovans Road has been completed.

Work to be Completed in Next Month

- Material delivery and laydown yard setup.
- Begin water main installation on Donovans Road.

2. SRF Funding:
 - a. The first wage rate interviews will take place approximately 2 weeks after the start of on the ground construction. Dean Culver from GMB will perform the wage interviews.
 - b. Once construction begins, weekly certified payroll reports shall be submitted to GMB.
3. Project Sign:
 - a. GMB provided several locations for the project sign to DNREC and DHSS. The agencies chose a spot next to Teller Wines due to the visibility of the location.
 - b. DNREC and DHSS have approved the project sign. It has been ordered and fabricated but must still be installed.
4. DeIDOT Items:
 - a. DeIDOT Preconstruction Meeting – the DeIDOT preconstruction meeting was held on March 15th at the project site.
 - 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. DeIDOT requires one test per lift per 100 LF of trench.
 - f. Utility trench restoration – DeIDOT and Teal Construction have agreed to a modified policy concerning the temporary trench restoration. The temporary trench restoration may remain in place on Donovans Road until the Contractor is ready to install the specified permanent trench repair. If DeIDOT deems that the temporary trench repair is deficient anytime after the first 4 days, then they reserve the right to require the Contractor to stop work and install the specified permanent trench repair.
5. The Contractor shall contact MISS UTILITY and the Lewes BPW 48 hours in advance of any excavations.

6. 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.
7. Communication with residents, media, etc. – the Contractor is to direct all complaints, questions etc. to the GMB RPR (Duane Hoffman).
 - a. Residents are encouraged to bring any issues up to the GMB RPR immediately.
8. Dewatering – a permit is required for any construction dewatering. There is no separate pay item for construction dewatering.
 - a. Permit application has been submitted for dewatering. Permit has not yet been received. Teal Construction is to follow up with DNREC.
 - b. During the site walkthrough GMB and Teal discussed potential discharge locations for the dewatering system.
9. Requests for Information (RFI's) – all RFI's to be submitted in writing to GMB, Attn: Josh Elliott.
10. 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.
11. Submittals:
 - a. GMB has reviewed all received submittals. Three (3) hardcopies of the approved submittals shall be delivered to GMB, by Teal Construction, prior to the start of construction.
 - b. Teal Construction is to provide American Iron and Steel (AIS) certification for all materials that are required to comply with AIS requirements.
 - c. GMB will notify Teal Construction of any submittals that are outstanding. Known outstanding submittals include the following:
 - i. Stormtech Units
 - ii. DelDOT Materials

- d. Teal Construction will submit DelDOT source supply directly to DelDOT.
- 12. Survey/Stakeout – Contractor is responsible for survey and layout/stakeout. Cut sheets are to be provided at least 24 hours in advance of installation.
- 13. Jobsite Conditions, resident complaints, etc. – none to date.
- 14. Inspector Hours Used –
 - i. Amount since last meeting – 0 hours
 - ii. Amount to date – 0 hours
 - iii. Amount remaining – 3,500 hours
- 15. Weather Delays – 0 since last meeting; 0 days total due to weather.
- 16. 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.
- 17. Status of Contingency Items – no contingency items have been used.
- 18. 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.
- 19. Change Orders – no additional work shall be performed without authorization from the Owner. Any requests for time extensions must include adequate documentation.
- 20. Questions and Comments – open the meeting for all participants to ask questions or provide comment.
 - a. Troy Haun from Donovan Smith Mobile Home Park asked a question regarding holding tank abandonment. Josh Elliott stated that holding tanks will be abandoned and drain fields will stay in place per DNREC regulations.
 - b. Phillip Young from Donovan Smith Mobile Home Park asked about the location of the laydown yard, and Josh Elliott explained its location on the backside of Fairview Circle.
 - c. Geri Zwergle asked whether the trees around her property in the Donovan Smith Mobile Home Park will be removed. Josh Elliott commented that water service alignment should not interfere with the

trees, but sewer service alignment may require tree removal and carport relocation.

- d. Austin Calaman of the Lewes Board of Public Works (BPW) commented about notification to Donovan Smith Mobile Home Park residents regarding the water main service start on 4/24. BPW is to send out notification to all Donovans Road area residents.

The NEXT PROGRESS MEETING is scheduled for May 3, 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. 2**

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

**April 5, 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. Duane Hoffman	GMB	dHoffman@gmbnet.com	302-519-3527
3. ROBERT DAVIS	BPU	RDAVIS@LEWESBPU.DE.GOV	302-645-6228
4. JOHN ROBITAILLE	C.O.L.	JROBITAILLE@CI.LEWES.DE.US	302-645-7777 x126
5. Jonathan Garcia	C.O.L.	Jgarcia@ci.lewes.de.us	302 645 7777 x 156
6. MARK WELLINGTON	C.O.L.	mwellington@ci.lewes.de.us	302 645 7777 x105
7. Chelsea Clark	C.O.L.	cmoore@ci.lewes.de.us	302-645-7777 x 136
8. TOBI BOWMAN	DSMHP	TBGRANDMA2@VERIZON.NET	717-475-8583
9. Rick + Donna Houghton	DSMHP	Obxhottub@aol.com	302-519-4591
10. Travis Hearn	DSMHP		717 669 9310
11. Kate Singh	GMB	ksingh@gmbnet.com	856 217 3084
12. Ann Marie Townsend	City		
13. Derrick Caruthers	DWREC	derrick.caruthers@delaware.gov	302-7399946
14. Geri Zwergle	DSMHP	Gmcrobinson@aol.com	302 569 -2677
15. Sharon Sexton	BPU	ssexton@lewesbpw.gov	302-645-6228
16. Sherry Miller	(Zoom)		
17. Aaron Mushrush	(Zoom)	Cape Gazette	

18.	Terry Jarrett (Zoom)		
19.	Charles Dinnell	GWS	codmellc@gmail.com 410 430 7056
20.	Keith Kooker	DNREC EF	Keith.Kooker@delaware.gov
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