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PROGRESS MEETING NO. 3 MINUTES

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

**May, 3 2023 10:00 a.m.
GMB Project Nos. 170196/190117**

Items in BOLD were added from discussion held at the meeting.

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:	75
DAYS REMAINING:	555
PERCENT TIME USED	11.9%
PERCENT COMPLETE:	1%

- Schedule - Contractor to submit a progress schedule in bar chart form and shall provide updates to the schedule at each monthly progress meeting.

Work Completed Since Previous Meeting:

- Material delivery and laydown yard setup — **Some manholes have been delivered and the silt fence has been installed.**
- Saw cutting on Donovans Road

Work to be Completed in Next Month

- Survey stakeout to be completed by Atlantic Surveying & Mapping.**
- Material delivery and laydown yard setup.
- Begin water main installation on Donovans Road (**starting in 2-3 weeks**).
- The sewer crew is expected to begin in mid-June at Central Ave working into the mobile home park.**
- Dewatering is expected to begin in June.**

- 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 rate interviews.

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.

- b. Once construction begins, weekly certified payroll reports shall be submitted to GMB.
 - i. Teal submitted their first certified payroll report on 5/2/2023.
3. Project Sign:
 - a. The project sign has been installed in the location approved by the funding agencies.
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.
 - 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. **The dewatering permit has been received.**
 - b. GMB and Teal have 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 prior to the start of construction.
 - b. Teal Construction is to provide 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
 - d. Teal Construction has submitted DeIDOT source supply items directly to DeIDOT. **There is no update yet, but Teal is to notify GMB once approval from DeIDOT has been received.**
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 – 40 hours**
 - ii. **Amount to date – 40 hours**
 - iii. **Amount remaining – 3,460 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. **A resident brought up that the silt fence placement prevents access to their lawn for grass mowing. Teal is to address this complaint.**
 - b. **There were questions regarding the drafted ordinance addressing small land lease areas. Janelle Cornwell commented that the intent of the ordinance is to amend city code to better represent community conditions and give residents the ability to have increased lot coverage and decreased setback requirements for small lots. This ordinance shall not impact the water and sewer extension.**
 - c. **A question was asked about fire suppression requirements. Janelle Cornwell clarified that fire suppression is not required for mobile homes.**
 - d. **A question was asked in the online chat regarding permits for demolished homes. Permits were acquired for all demolition.**
 - e. **On May 9th, the City of Lewes will hold a community meeting to discuss the proposed amendments to the zoning ordinance that would affect the MHP. This meeting will take place at the Margaret H. Rollins Center Community Meeting Room at 101 Adams Avenue, Lewes DE.**

The NEXT PROGRESS MEETING is scheduled for June 7, 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,



Charles M. O'Donnell, III, P.E.
Project Director

**SIGN-IN SHEET
PROGRESS MEETING NO. 3**

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

**May 2, 2023
TIME: 10:00 A.M.
GMB PROJECT NOS. 170196/190117**

Name	Company	Email	Phone #
1. <i>Cynthia O'Donnell</i>	<i>GMB</i>	<i>codonnell@gmbnet.com</i>	<i>410.430.7056</i>
2. <i>Kate Singh</i>	<i>GMB</i>	<i>ksingh@gmbnet.com</i>	<i>856 217 3094</i>
3. <i>Johnny Stant</i>	<i>Teal</i>	<i>jstant@tealconstruction.com</i>	<i>302-678-9500</i>
4. <i>Jonathan G</i>	<i>COL</i>	<i>Jgarcia@ci.lewes.de.us</i>	
5. <i>Sharon Sexton</i>	<i>BPW</i>	<i>ssexton@lewesbpwde.gov</i>	
6. <i>Joni Bournier</i>	<i>DSMHP</i>	<i>TBGRANDMA2@VERIZON.NET</i>	<i>717-475-8583</i>
7. <i>Chelsen Clark</i>	<i>COL</i>	<i>cmoore@ci.lewes.de.us</i>	
8. <i>Janelle Cornwell</i>	<i>COL</i>	<i>jcornwell@ci.lewes.de.us</i>	<i>302-645-7777</i>
9. <i>Marjorie Suraehack</i>	<i>DSMHP</i>	<i>marie333@ptd.net</i>	<i>610-858-9182</i>
10. <i>Rickie Donnell Huff</i>	<i>DSMHP</i>	<i>Obxhottus@aol.com</i>	<i>302-519-4591</i>
11. <i>John Robitaille</i>	<i>COL</i>	<i>JROBITAILLE@CI.LEWES, DE, US</i>	<i>302 675-7777 x124</i>
12. <i>Austin Calanan</i>	<i>BPW</i>	<i>acalanan@lewesbpwde.gov</i>	<i>302-462-0049</i>
13. <i>Robin Davis</i>	<i>BPW</i>	<i>RDAVIS@LEWESBPWDE.GOV</i>	<i>302.645.6228</i>
14. <i>Wayne Cervantes</i>		<i>WayneBrisDad@comcast.net</i>	
15. <i>Marge Cervantes</i>			<i>267-240-9207</i>
16. <i>Derrick Carthers</i>	<i>DNREC</i>	<i>derrick.carthers@delaware.gov</i>	<i>302-739-9948</i>
17. <i>Barbara Curtis</i>		<i>online zoom</i>	

18.	Aaron Mushrush	Cap Gazette	Online Zoom	
19.	Mary Ward		Online Zoom	
20.	Sam Saunders		Online Zoom	
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