



GEORGE, MILES & BUHR, LLC



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ENGINEERS

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## PROGRESS MEETING NO. 4 MINUTES

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

**June, 7 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:           | 110                      |
| DAYS REMAINING:      | 520                      |
| PERCENT TIME USED    | 17.5%                    |
| PERCENT COMPLETE:    | 5%                       |

- Schedule – Teal Construction has submitted a 1 month look ahead with the work to be completed shown below. The Contractor is to submit a progress schedule in bar chart form in the next 2 weeks and shall provide updates to the schedule at each monthly progress meeting.
  - Teal Construction has requested to work on Juneteenth (June 19<sup>th</sup>)
    - The City of Lewes and DelDOT have no objection to working on this date.
  - Teal Construction has indicated that they will not be working on July 4<sup>th</sup>.

### Work Completed Since Previous Meeting:

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

### Work to be Completed in Next Month

- Finish water main installation on Donovans Road
- Permanent trench repair on Donovans Road
- Install dewatering well points in Donovan Smith
- Start Sewer Main Installation

## 2. SRF Funding

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.

- a. 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.
  - b. Once construction begins, weekly certified payroll reports shall be submitted to GMB.
    - i. Teal has submitted certified payroll reports through the week ending June 2<sup>nd</sup>.
    - ii. GMB will review certified payroll on a monthly basis.
      1. The funding agencies only require final certification at the end of the project.
3. Payment –
- a. Payment Application 1 has been received by GMB and will be processed and delivered to the Lewes BPW by the end of this week.
  - b. Teal Construction has requested to be paid for stored materials not yet installed. GMB has reviewed the contract and found this to be acceptable.
4. DeIDOT Items:
- a. DeIDOT Preconstruction Meeting – The DeIDOT preconstruction meeting was held on March 15<sup>th</sup> 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.
    - i. There have been no issues with compaction.
  - 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.
  - g. The Contractor is responsible for any advanced notification required by DeIDOT for any days to be worked near state holidays.

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 permits have 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. Teal has notified GMB that approval from DeIDOT has been received and has sent a copy of the submittals to GMB.
- 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.
  - a. GMB has received Sanitary Sewer cut sheets and will return them to Teal Construction no later than the end of day on June 9<sup>th</sup>.
- 13. Jobsite Conditions, resident complaints, etc. – None to date.
- 14. Inspector Hours Used –
  - i. Amount since last meeting – 38 hours
  - ii. Amount to date – 78 hours
  - iii. Amount remaining – 3,422 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 group of residents asked what the purpose of dewatering was, and an explanation was given by GMB.
  - b. A resident asked what the different colored flags on the layout stakes meant and Teal Construction explained what the different colors meant.

**The NEXT PROGRESS MEETING is scheduled for July 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,



Joshua T. Elliott, P.E.  
Project Manager

**SIGN-IN SHEET  
PROGRESS MEETING NO. 4**

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

June 7, 2023  
TIME: 10:00 A.M.  
GMB PROJECT NOS. 170196/190117

| Name                  | Company       | Email                          | Phone #        |
|-----------------------|---------------|--------------------------------|----------------|
| 1. JOSH ELLIOTT       | GMB           | jelliott@gmbnet.com            | 302-628-1421   |
| 2. TOUI BOWMAN        | DSMHC         | TBGRANDMA2@VERIZON.NET         | 717-475-8583   |
| 3. CAROL PARSONS      | DSMHQA        | TROTANWOMAN40@G.MAIL           | 302-650-2305   |
| 4. SANDY SNOW         | DSMHQA        | SNOW7537@aol.com               | 302-864-8332   |
| 5. SHARON ASKE        | DSHQA         | None                           | 302-859-3817   |
| 6. ROBBIN DAVIS       | BPW           | RDAVIS@LEWESBPWDE.GOV          | 302-645-6228   |
| 7. MARK WELLINGTON    | CITY OF LEWES | MWELLINGTON@CI.LEWES.DE.US     | 302-645-7777   |
| 8. JONATHAN GARCIA    | COL           | Jgarcia@ci.lewes.de.us         | 302-645-7777   |
| 9. CHELSEA CLARK      | COL           | cmoores@ci.lewes.de.us         | 302-645-7777   |
| 10. JOHN ROBITAILLE   | C.O.F.C.      | JROBITAILLE@CI.LEWES.DE.US     | 302-645-7777   |
| 11. SHARON SEXTON     | BPW           | ssexton@lewesbpwde.gov         | 302-645-6228   |
| 12. DONNA & RICHARD   | DSMH          | obxhottub@aol.com              | 302-519-4591   |
| 13. JANELLE CORNWELL  | COL           | jcornwell@ci.lewes.de.us       | 302-645-7777   |
| 14. DERRICK CARUTHERS | DNREC         | derrick.caruthers@delaware.gov | 302-739-9351   |
| 15. JOHNNY STANT      | Teal Const.   | jstant@tealconstruction.com    | 302-270-7090   |
| 16. KEITH KOOKER      | DNREC EF      | Keith.Kooker@delaware.gov      | 302-739-9351   |
| 17. GREG POPE         | "             | Greg.Pope@"                    | " 302-739-994" |



|     |                  |        |                             |              |
|-----|------------------|--------|-----------------------------|--------------|
| 18. | Joe Schulingkamp | EPA R3 | schulingkamp.joseph@epa.gov | 215-814-2021 |
| 19. | Walter Higgins   | EPA R3 | higgins.walter@epa.gov      | 215-814-2021 |
| 20. | Dennis Hoffman   | GMB    | dhoffman@gmb.net.com        | 302-519-3520 |
| 21. |                  |        |                             |              |
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