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## PROGRESS MEETING NO. 5 MINUTES

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

**July 5, 2023 10:00 a.m.  
GMB Project Nos. 170196/190117**

**Items in BOLD have been 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:	138
DAYS REMAINING:	492
PERCENT TIME USED:	22%
PERCENT COMPLETE:	15%

- Schedule – Teal Construction has submitted a progress schedule in bar chart form that tracks major cost items. Teal will provide a monthly outlook at each progress meeting.

### Work Completed Since Previous Meeting:

- Water main installation on Donovans Road
- Permanent trench repair on Donovans Road
- Sanitary Sewer main installation on Coopers Circle

### Work to be Completed in Next Month

- Install dewatering well points in Donovan Smith
- Sewer Main Installation

- SRF Funding:
  - The first wage rate interviews will take place today. Dean Culver will perform the wage rate interviews.
- Payment:
  - Payment Application 1 has been received by GMB and paid by the Lewes BPW

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. A draft of Payment Application 2 has been received and reviewed by GMB. GMB is waiting for paper copies for approval.
  - c. **GMB is working on quantities for pay application 3. The BPW should expect monthly pay applications going forward.**
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.
  - 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. Requests for Information (RFI's) – All RFI's to be submitted in writing to GMB, Attn: Josh Elliott.
9. 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.
10. Submittals:
  - a. GMB has reviewed all received submittals except for the Stormtech Unit submittal. Teal has submitted the paper copies of the submittals to GMB.
  - 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.
11. Survey/Stakeout — Contractor is responsible for survey and layout/stakeout. Cut sheets are to be provided at least 24 hours in advance of installation.
12. Jobsite Conditions, resident complaints, etc. – None to date.
13. Inspector Hours Used (3,500 total):
  - i. Amount since last meeting – 154 hours
  - ii. Amount to date – 232 hours
  - iii. Amount remaining – 3,268 hours
14. Weather Delays – 2 since last meeting; 2 days total due to weather.
15. 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.
16. Status of Contingency Items – Contingency items related to trench backfill were used in the month of June and will be shown on pay application 3.
17. 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.

18. Change Orders – No additional work shall be performed without authorization from the Owner. Any requests for time extensions must include adequate documentation.
19. Questions and Comments – Open the meeting for all participants to ask questions or provide comment.
  - a. **To help construction move smoothly and minimize disturbances, residents are advised to be aware when work is beginning near their property and be responsive if GMB's RPR tries to contact them.**
  - b. **There was an issue with the deep lift trench repair, and DeIDOT stated that approximately 54 feet of blacktop may need to be taken out and replaced.**
  - c. **Residents are advised that the locations of existing utilities are not well known and brief service disruptions may occur.**
  - d. **A resident at 34118 Central Ave has a septic tank that may have collapsed and excess groundwater has been leaking into the tank. The resident raised concern about the dewatering discharge location worsening this issue. GMB stated that dewatering should not affect the groundwater level, but the Contractor should discharge the dewatering as far from the tank as possible.**

**The NEXT PROGRESS MEETING is scheduled for August 2, 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. 5**

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

July 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. Kate Singh	GMB	ksingh@gmbnet.com	
3. Sharon Sexton	BPW	ssexton@lewesbpwde.gov	302-645-6228
4. Johnny Stant	Teal Construction	jstant@tealconstruction.com	302-276-7090
5. Jonathan Garcia	COL	kgarcia@ci.lewes.de.us	302-645-7777
6. ROBIN DANIS	BPW	RDANIS@LEWESBPWDE.GOV	302-645-6228
7. Donna + Khal Woolf 71	DSMHP	Obxhottub@aol.com	302-519-4591
8. Chelsea Moore	COL	cmoore@ci.lewes.de.us	302-645-7777
9. Austin Calaman	BPW	acalaman@lewesbpwde.gov	302-645-6228
10. TONI BOWMAN	DSMHP	TBGRANDMA2@VERIZON.NET	717-475-8583
11. DUBNE HOFFMAN	GMB	dhoffman@gmbnet.com	302-519-3527
12. Charlie O'Donnell	GMB	Zoom	
13. Keith Kooker		Zoom	
14. Jim Cohen		Zoom	
15. Carol Parsons		Zoom	
16.			
17.			