



GEORGE, MILES & BUHR, LLC



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PROGRESS MEETING NO. 6 MINUTES

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

**August 2, 2023 10:00 a.m.
GMB Project Nos. 170196/190117**

Items in BOLD have been added from discussions 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:	167
DAYS REMAINING:	463
PERCENT TIME USED	26.5%
PERCENT COMPLETE:	17%

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

Work Completed Since Previous Meeting:

- Water main installation on Coopers Circle
- Sewer main installation on Coopers Circle
- Sewer lateral installation on Coopers Circle
- Dewatering well point installation

Work to be Completed in Next Month:

- Sewer Main Installation
- Bacteria test on Coopers Circle water line**
- Water services to the curb stop on Coopers Circle**
- Details of when homes will be tied into water service to be worked out**
- One valve box on Donovan’s Road was damaged during paving and needs to be repaired.**

- SRF Funding:

- Wage rate interviews were performed after the last progress meeting.

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.
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3. Payment:
 - a. Payment Applications 1 through 3 have been received by GMB and paid by the Lewes BPW
 - b. A draft of Payment Application 4 has been received by GMB.

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. **Traffic control has not been needed up to this point, but will be needed for the one-way streets in the park.**
 - 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.
 - b. To help construction progress smoothly and to minimize disturbances, residents are advised to be aware when work is beginning near their property and to be responsive if GMB's RPR tries to contact them.
 - c. The locations of some of the existing utilities are not well known and brief service disruptions may occur.
 - d. **Attached to these minutes is a letter describing how complaints should be handled.**
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.
 - b. Teal Construction is to provide AIS certification for all materials that are required to comply with AIS requirements.
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. – The resident of lot G10 noted that she had an unusual amount of water near her yard after a rain event last week. **Grades in the area have not been changed, so this issue is likely due to the unusually large rain event. This will continue to be monitored.**
13. Inspector Hours Used (3,500 total) –
 - i. Amount since last meeting – 160 hours
 - ii. Amount to date – 392 hours
 - iii. Amount remaining – 3,108 hours
14. Weather Delays – 2 since last meeting; 4 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:
 - B-3 Excavation Below Subgrade – 39.1 CY to date
 - B-4 Gravel Bedding – 39.1 CY to date
 - B-5 Misc. Excavation & Backfill – 2 CY to date – 2 CY in July
 - B-6 Special Backfill – 370.7 CY to date – 21.5 CY in July
 - B-10 Utility Crew Rate – 1 HR to date – 1 HR in July
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. **A resident raised concerns about trucks creating or worsening potholes in the park, specifically on Grandview Ave.**
 - i. **The Contractor has filled in potholes with dirt and gravel as they've come across them and will continue to do so as needed.**
 - b. **A resident asked about traffic control for Central Ave, and whether traffic will be directed behind the street.**
 - i. **There has been no discussion about directing traffic behind Central Ave. A procedure for traffic control will be developed by the Contractor.**
 - c. **Janelle Cornwell commented that there will be a community workshop for the Donovan Smith Mobile Home Park at the end of this month. Flyers will be hand delivered to residents in advance.**

- d. A question was asked about when testing was last completed on the wells that supply the park, and how residents could access the testing data.
 - i. The wells are required to be tested like any public water supply, but there has been no testing for this project specifically. The testing data is available to the public, located here:

https://drinkingwater.dhss.delaware.gov/JSP/WaterSystemDetail.jsp?tinwsys_is_number=321&tinwsys_st_code=DE&ws_number=DE0000604

The data is located in three tabs: Coliform/Microbial Sample Results, Lead and Copper Sample Summary Results, and Chem/Rad Samples Results. To view the data, select the corresponding category on the left.

Note that the site defaults to display data from the past two years only. For Coliform/Microbial data, which is tested monthly, multiple test periods will automatically appear. For Lead/Copper data, which is tested less frequently, you will need to adjust the search period shown to see data. The most recent test period available starts in 2019.

The NEXT PROGRESS MEETING is scheduled for Wednesday, September 6th, 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



GEORGE, MILES & BUHR, LLC



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AUTUMN J. WILLIS
CHRISTOPHER J. PFEIFER, P.E.
BENJAMIN K. HEARN, P.E.

July 21, 2023

Dear Residents,

As construction progress we understand that various issues may arise. To address them promptly and efficiently, we have designated specific points of contact based on the nature of the concern:

1. Construction Issues: For any matters related to the construction activities, such as noise complaints, construction hazards, or general inquiries, please contact:

Duane Hoffman
Resident Project Representative (Inspector)
dhoffman@gmbnet.com
302.519.3527

Or

Tony Garcia
302.727.8670

2. Septic System Issues: If you experience problems specifically related to the existing septic system, please reach out to:

Derrick Caruthers
DNREC Environmental Engineer
Derrick.Caruthers@delaware.gov
302.739.9948

3. City Code Issues: For concerns related to city codes, zoning regulations, or any other municipal matters not directly related to the construction itself, please contact:

Jonathan Garcia
Assistant Building Official
jgarcia@ci.lewes.de.us
302.645.7777 ext. 136

We assure you that we will take timely action to resolve reported issues. You can stay updated on the construction progress and potential impacts on your daily life by following the Board of Public Works project website and attending progress meetings.

<https://www.lewesbpwde.gov/donovan-smith-mhp-project/>

Thank you for your cooperation, and we are confident that together, we can successfully complete this project while ensuring minimal disruptions to your daily routine.

Sincerely,
Duane Hoffman

**SIGN-IN SHEET
PROGRESS MEETING NO. 6**

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

**August 2, 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. Richard DONNA HOEPE	DSMUP	Obxhottub@aol.com	302-519-4591
3. Jerome VIRDER	Resident	JWVIRDER@QMSD.COM	302-645-9475
4. Jonathan	COL	JGarcia@citeweb.de.us	302-645-7777
5. ROBIN DAVIS	BPW	RDAVIS@LEWESBPWDE.GOV	302-645-6228
6. Johnny Stant	Teel	jstant@teelconstruction.com	302-678-9500
7. Margaret Cervantes		Waynebrisdad@comcast.net	267-240-9207
8. Wayne Cervantes		Waynebrisdad@comcast.net	267-240-9206
9. TONI BOWMAN	DSMHC	TBGRANDMA2@VERIZON.NET	717-475-8583
10. JOHN ROBITALLE	C.O.L.	JROBITALLE@CITILEWES.DE.US	302-645-7777 x125
11. Duane Hoffman	GMB	dhoffman@gmbnet.com	302-519-3527
12. Sharon Sexton	BPW	ssexton@lewesbpwde.gov	302-645-6228
13. Deard Culver	GMB	dculver@gmbnet.com	302-301-0282
14. Bill		zoom	
15. Carol Parsons		zoom	
16. Charles O'Donnell	GMB	zoom	
17. Craig		zoom	

18.	Keith Kooker		Zoom
19.	Terry Jarrett		Zoom
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