



GEORGE, MILES & BUHR, LLC

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PROGRESS MEETING NO. 7 MINUTES

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

**September 6, 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:	200
DAYS REMAINING:	430
PERCENT TIME USED	31.7%
PERCENT COMPLETE:	+/- 22%

1. Schedule – Teal Construction 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:

- Completed sewer lateral installation on Coopers Circle
- Completed water service installation on Coopers Circle
- Dewatering well point installation @ Central Ave
- Pressure testing and bacteria testing in Coopers Circle

Work to be Completed in Next Month

- Sewer Main Installation @ Central Ave
- Mobile home water and sewer connections at Coopers Circle

2. SRF Funding

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

3. Payment –

- a. Payment Applications 1 through 4 have been received by GMB and paid by the Lewes BPW

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.
 - 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: Vince Luciani.
- 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. Teal has regraded the area. 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 – 89 hours
 - ii. Amount to date – 471 hours
 - iii. Amount remaining – 3,029 hours
- 14. Weather Delays – 0 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 – 0 since last meeting

B-4 Gravel Bedding – 41.1 CY to date – 2 CY since last meeting

B-5 Misc. Excavation & Backfill – 2 CY to date - since last meeting

B-6 Special Backfill – 373.7 CY to date – 3 CY since last meeting

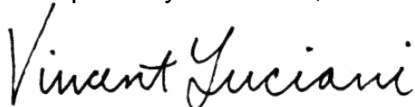
B-10 Utility Crew Rate – 3 HR to date – 2 HR since last meeting

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.
 - a. PCO No. 1 – GMB is requesting a PCO from Teal for revision to the water connections scope of work.
19. Questions and Comments – Open the meeting for all participants to ask questions or provide comment.

The NEXT PROGRESS MEETING is scheduled for October 4, 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,



Vincent A. Luciani
Sr Project Manager

**SIGN-IN SHEET
PROGRESS MEETING NO. 7**

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

**September 6, 2023
TIME: 10:00 A.M.
GMB PROJECT NOS. 170196/190117**

Name	Company	Email	Phone #
1. Duane Hoffman	GMB	dhoffman@gmbnet.com	302-519-3527
2. Johnny Start	Teal	jstart@tealconstruction.com	302-220-7070
3. Vince Luciani	GMB	vluciani@gmbnet.com	(102)430-9544
4. Roden Davis	BPW	RDAVIS@LEWESBPWDE.GOV	302-645-6226
5. Kate Sign	GMB	ksign@gmbnet.com	
6. Keith Kooker	DNREC EF	Keith.Kooker@delaware.gov	302-739-9351
7. Derrick Conlay	DNREC	derrick.conlay@delaware.gov	302-739-9346
8. Toni Bowman	DSMHC	TBGRANDMA2@VERIZON.VIE	717-475-8583
9. Rick Lynn Hoyle	DSMHP	ohxhottub@aol.com	302-519-4591
10. Jeri DeMoss	DSMHP	jeridemoss@comcast.net	302-228-743
11. Sharon Sexton	BPW	ssexton@lewesbpwde.gov	302-645-6228
12.			
13.			
14.			
15.			
16.			
17.			

Donovan Smith MHP Sewer & Water Extension

ENGINEER:

DATE: September 5 2023

Actual Construction

[illegible]

Donovan Smith Mobile Home Park Public Drinking Water System Testing Data

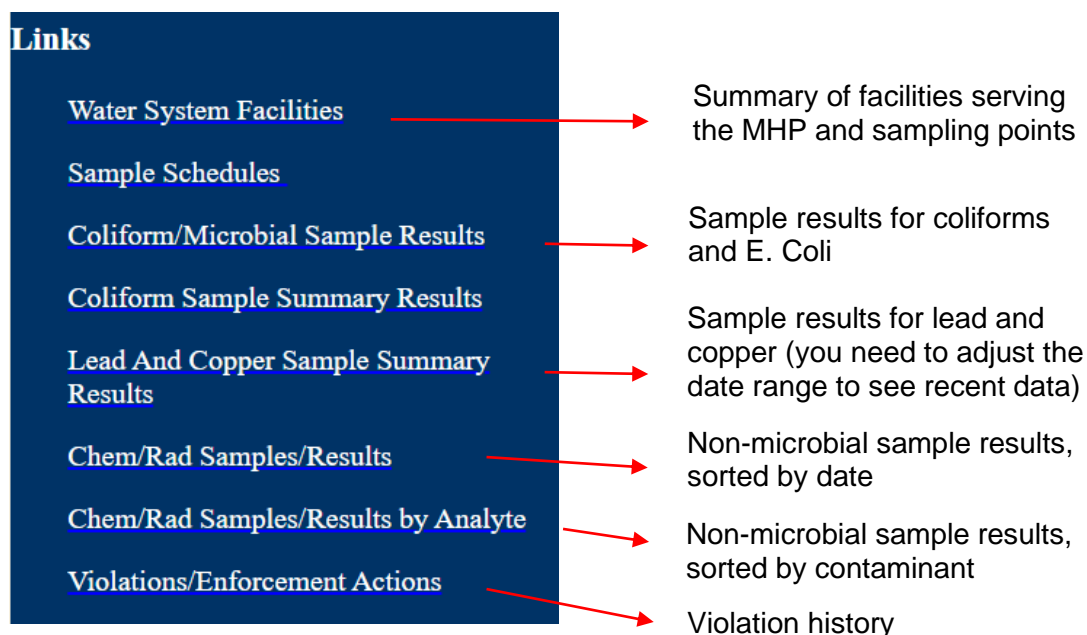
Where to find the data:

All public drinking water supply wells are required to be tested in accordance with EPA regulations, and the testing data is made available to the public. All testing data on the wells that supply the Donovan Smith Mobile Home Park is located at this link:

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

Testing is required at different intervals for each contaminant. For example, the EPA requires that these wells are tested for lead and copper every three years, while coliform and microbial testing is done much more frequently. This means that you may have to extend the default sample collection period on the website to see data for some contaminants.

Here is a diagram of the tabs on the left side of the website:



Violations:

If any samples exceed the indicators set by the National Primary Drinking Water Regulations, a violation is issued. All past violations are visible at the link provided. There have been no violations since 2014 in this water system.

Coliform/Microbial Testing:

The water supply is tested monthly for coliforms and E. Coli. There are no violations on record for these contaminants. The results of each test can be accessed by clicking on the “Coliform/Microbial Sample Results” tab.

Lead and Copper Testing:

The water supply is tested every three years for lead and copper. The most recent violation for these contaminants was in 2014 and has since been resolved. The most recent sample available, from the monitoring period of 2019-2021, had the following results:

Lead concentration:	0.0009 mg/l
EPA action level:	0.015 mg/l
Copper concentration:	0.031 mg/l
EPA action level:	1.3 mg/l

The results of each test can be accessed on the “Lead and Copper Sample Summary Results” tab.

Chem/Rad Testing:

All testing data for non-microbial contaminants falls under this tab. Some contaminants in this section include radium, many various pesticides and herbicides, chloride, iron, nitrate and nitrite, sodium, sulfate, alkalinity, and other EPA-regulated non-microbial contaminants. There have been no violations except for one in 1994 for tetrachloroethylene. This contaminant was most recently sampled in 2022, with the following results:

Tetrachloroethylene concentration:	less than the detection limit of 0.5 µg/l
EPA action level:	5 µg/l

To see the most recent sampling results for these contaminants, click on the “Chem/Rad Samples/Results” tab. To look at the same results, organized by contaminant instead of by date, click on the “Chem/Rad Samples/Results by Analyte” tab.