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## PROGRESS MEETING NO. 8 MINUTES

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

**October 4, 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:	226
DAYS REMAINING:	404
PERCENT TIME USED	36%
PERCENT COMPLETE:	+/- 24%

1. Schedule – Teal Construction submitted a progress schedule in bar chart form at last month’s meeting that tracks major cost items through July. There has been no change in that schedule. Teal will provide a monthly outlook at each progress meeting.

### Work Completed Since Previous Meeting:

- Completed 683 LF of Sewer Main
- Installed Manholes #22 and #23
- Installed 110 LF of 6” Sewer Laterals
- Installed 13 Wye Branches
- Installed 2 Cleanouts
- Installed 242 LF of 1” Water Services
- 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

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. LYTTLE, 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.

2. SRF Funding:

- a. Wage rate interviews were performed after the August progress meeting.
  - b. GMB has been reviewing weekly certified payrolls to date.
3. Payment:
  - a. Payment Applications 1 through 5 have been received by GMB and paid by the Lewes BPW
  - b. A draft of Payment Application 6 has been received and a recommendation for payment letter has been submitted by GMB.
4. DeIDOT Items:
  - a. Watermain installation and trench restoration/paving has been completed within Donovans Road. There were no DeIDOT related items since the previous progress meeting.
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.
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 submittals for water service connections and these have been approved but not yet distributed to Teal.
  - 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. Teal indicated that all cut sheets have been submitted. Teal and GMB are to verify that they have all.
12. Jobsite Conditions, resident complaints, etc. – A complaint was received regarding traffic control at Central Ave. The complaint was regarding that there was no one directing traffic around the work area. Also, several residents indicated that some residents are using the temporary access road between Coopers Circle and Central Avenue after hours. Teal indicated that it will provide additional barricades to the traffic cones that have been used to date to prevent this.
13. Inspector Hours Used (3,500 total) –
  - i. Amount since last meeting – 144 hours
  - ii. Amount to date – 615 hours
  - iii. Amount remaining – 2,885 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:
  - a. B-3 Excavation Below Subgrade – 39.1 CY to date – 0 since last meeting
  - b. B-4 Gravel Bedding – 43.1 CY to date – 0 CY since last meeting
  - c. B-5 Misc. Excavation & Backfill – 2 CY to date - since last meeting
  - d. B-6 Special Backfill – 376.7 CY to date – 0 CY since last meeting

- e. B-10 Utility Crew Rate – 10.5 HR to date – 4.5 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 – Teal has submitted a PCO in the amount of \$338.10 for revisions to the water connections scope of work. Revisions include relocation of connection pit to 5' beyond curb stop, substituting a brass tee and plug for boiler drain and furnish and install of Ford dual check valve.
  19. Questions and Comments – Open the meeting for all participants to ask questions or provide comment.
    - a. Impact Fees – The LBPW would like reimbursement for all impact fees for the entire community at the start of the lateral and water services installation. DNREC indicated that typically it cannot reimburse for work that has not been completed, however, DNREC may be able to reimburse if the funds went into a special LBPW account for that specific use. The LBPW is to work with DNREC to develop a mechanism whereby DNREC can reimburse for impact fees at the start of the service connection work.
    - b. Watermain Breaks and Shutdowns – There have been several occurrences of the contractor damaging existing watermain which have required shutdown of all or part of the current mobile home water system. This has occurred because unfortunately no drawings exist showing the layout of the existing system. To date the repairs have been made in a timely fashion and the water outages have been kept to a minimum. It should be noted that neither GMB nor Teal has the ability to operate the existing system in any way. Therefore, any shutdowns and startups of the water system are solely the responsibility of the employees of the Donovan Smith Mobile Home community. GMB will notify the owner of this requirement and recommend that he has designated staff on call (with backups) for such occurrences.

**The NEXT PROGRESS MEETING is scheduled for Wednesday, November 1<sup>st</sup>, 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 Luciani, P.E.  
Senior Project Manager

**SIGN-IN SHEET  
PROGRESS MEETING NO. 8**

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

October 4, 2023  
TIME: 10:00 A.M.  
GMB PROJECT NOS. 170196/190117

Name	Company	Email	Phone #
1. Vince Luciani	GMB	vluciani@gmbnet.com	(302) 430-9544
2. Duane Hoffman	GMB	dhoffman@gmbnet.com	302-519-3527
3. Johnny Stant	Teal	jstant@tealconstruction.com	302-270-7690
4. Austin Calaman	BPW	acalaman@lewesbpwde.gov	302-645-6228
5. ROREN DAVIS	BPW	RDAVIS@LEWESBPWDE.GOV	302-645-6228
6. JOHN ROBITAKE	C.O.L.	JROBITAKE@CI.LEWES, DE.US	302-645-7777 x120
7. Sharon Sexton	BPW	ssexton@lewesbpwde.gov	302-645-6228
8. Jeri Demoss	DSMHP	jeridemoss@comcast.net	302 2288743
9. Toni Bowman	DSMHP	TBGRANDMA2@VERIZON.NET	717-476-8583
10. Rick + Lynn Hoepf	DSMHP	ObXhofftub@aol.com	302 514 4501
11. Jon Ward	CEO	JWard@CI.lewes.DE.US	302 645-7777
12. Jonathan Garcia	C.O.L.	Jgarcia@CI.Lewes.DE.US	302 648 7777
13. Derrick Canthres	DNREC	derrick.canthres@delaware.gov	302-739-9996
14. Keith Kooper	DNREC EF	Keith.Kooper@delaware.gov	302-739-9351
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