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PROGRESS MEETING NO. 10 Minutes

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

**December 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:	294
DAYS REMAINING:	306
PERCENT TIME USED	47%
PERCENT COMPLETE:	+/- 25%

1. Schedule – Attached. Teal will provide a monthly outlook at each progress meeting.

Work Completed Since Previous Meeting:

- 13 Water services and connections in Cooper Circle
- 13 Sewer laterals and connections in Cooper Circle
- 7 Water services on empty lots in Cooper Circle
- 7 Sewer laterals on empty lots in Cooper Circle
- Cleanup at staging/stockpile area

Work to be Completed in Next Month

- Sewer Main Installation @ Grandview and Seneca

2. SRF Funding

- a. Wage rate interviews were performed after the August progress meeting. GMB anticipates performing another wage rate survey close to the end of the project. DNREC recommended that the survey be conducted on a day when there is a significant number of employees working.

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. BURNS
CHRISTOPHER J. PFEIFER, P.E.
BENJAMIN K. HEARN, P.E.

- b. GMB continues to receive Certified Payrolls. All have been reviewed and have been satisfactory.
- 3. Payment –
 - a. Payment Applications 1 through 7 have been received by GMB and paid by the Lewes BPW
- 4. DelDOT Items:
 - a. Watermain installation and trench restoration/paving has been completed within Donovan's Road. There were no DelDOT 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. 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. – There was a complaint re: aerated water and chlorine taste with the new water service.
13. Inspector Hours Used (3,500 total) –
 - i. Amount since last meeting – 93 hours
 - ii. Amount to date – 865 hours
 - iii. Amount remaining – 2,635 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 – 43.1 CY to date – 0 CY since last meeting
 - B-5 Misc. Excavation & Backfill – 2 CY to date – 0 CY since last meeting
 - B-6 Special Backfill – 376.7 CY to date – 0 CY since last meeting
 - B-10 Utility Crew Rate – 11.5 HR to date – 0 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. CO No. 1 – CO in the amount of \$33,471.90 (99 @ \$338.10 ea.) 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.
- b. CO No. 2 – CO in the amount of \$41,168 (31 @ \$1,328 ea.) for each of the water service connections at those lots without mobile homes on them.

19. Discussion Items

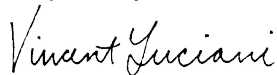
- a. It was noted that a 40 ft. puddle had formed at the stockpile area. Teal excavated a swale and graded area to drain.
- b. Residents at unit F5 noted that there is a flooding problem at their property during rain events. GMB and Teal were to investigate this problem immediately following the meeting.
- c. Online meeting participant noted that there is a speeding issue on Grandview Avenue now that the speed bumps have been removed. Resident discussed the possibility of posting signage to address the issue. GMB is to discuss with LBPW the consideration of installing temporary speed bumps.
- d. Send meeting minutes for meetings 8,9, and 10 to Keith Kooker and Sharon Sexton.

20. Questions and Comments – Open the meeting for all participants to ask questions or provide comment.

The NEXT PROGRESS MEETING is scheduled for January 3, 2024, 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,

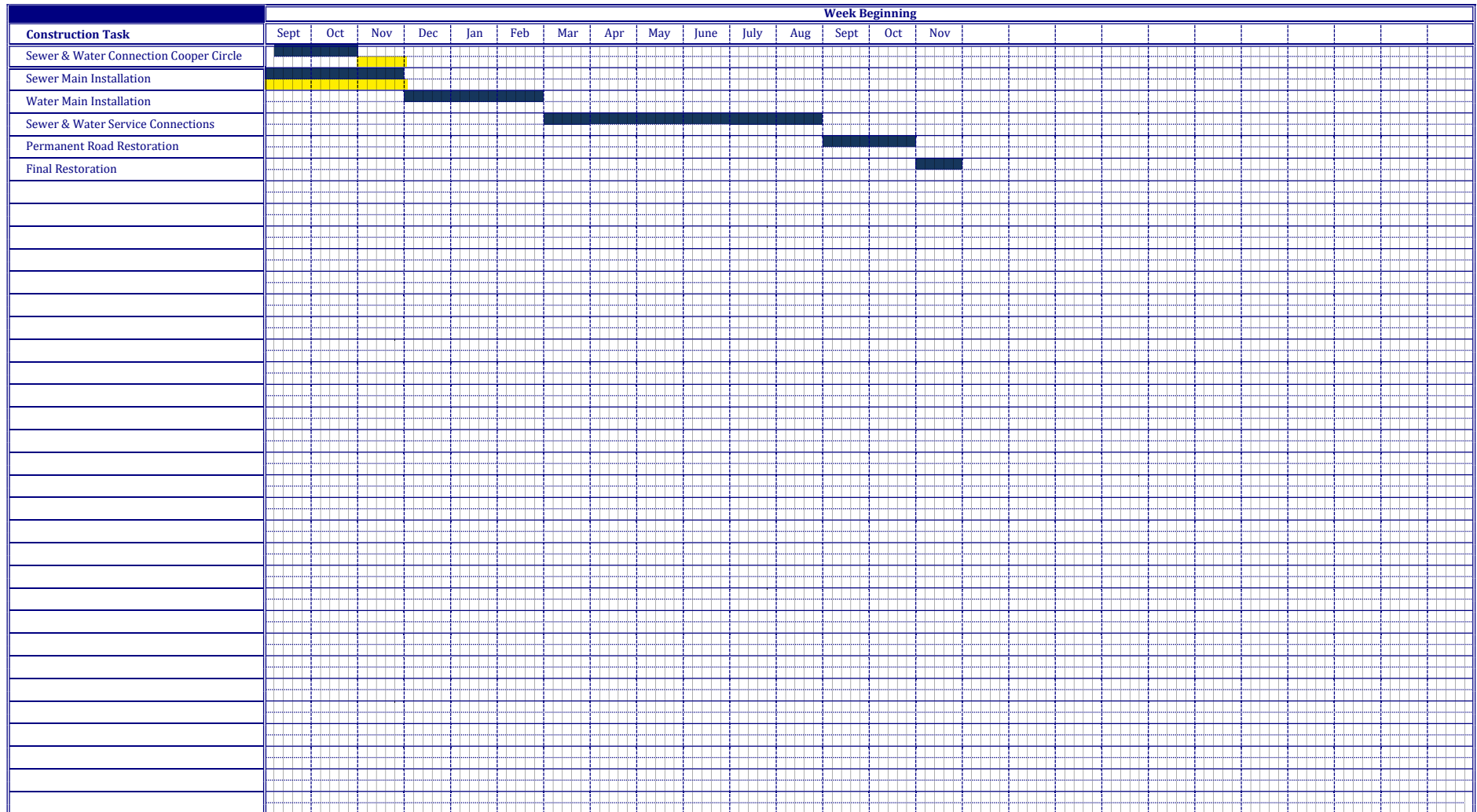


Vincent Luciani, P.E.
Senior Project Manager

Donovan Smith MHP Sewer & Water Extension

Project# GMB 170196/190117

■ Anticipated Construction ■ Actual Construction



**SIGN-IN SHEET
PROGRESS MEETING NO. 10**

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

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

Name	Company	Email	Phone #
1.			
2. Dunnie Hoffman	GMB	d.hoffman@gmbnet.com	302-519-3527
3. Vince Luciani	GMB	vluciani@gmbnet.com	302-430-9544
4. ROBIN DAVIS	BPW	RDAVIS@LEWESBPWDE.GOV	302-645-6228
5. Don	City Lewis	dward@ci.lewes.de.us	645-7777
6. Austin Calanan	Lewes BPW	acalanam@lewesbpwde.gov	302-645-6228
7. Paul Wesley Webb	BPW	PaulWesleyWebb@gmail.com	2839798385
8. Keith Kooker	DNREC EF	Keith.Kooker@delaware.gov	302-739-9351
9. Janet Reeves	City of Lewes	jreeves@ci.lewes.de.us	302-645-7777
10. GUYA KIRSCH	city of Lewes	gkirsch@ci.lewes.de.us	302-645-7777
11. Jonathan Garcia	COL	JGarcia@ci.lewes.de.us	302-645-7777
12. Rick + Lynn Hoefl	DSMHP	Obxhottub@aol.com	302-519-4591
13. Toni Bowman	DSMHP	TBGRANDMA2@VERIZON.NET	717-475-8583
14. JERI DEMOSS	DSMHP	jeridemoss@comcast.net	302-228-8743
15. Sharon Sexton	BPW	ssexton@lewesbpwde.gov	302-841-4457
16.			
17.			