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CHRISTOPHER J. PFEIFER, P.E.
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PROGRESS MEETING NO. 9 MINUTES

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

November 1, 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:	257
DAYS REMAINING:	373
PERCENT TIME USED	41%
PERCENT COMPLETE:	+/- 27%

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

Work Completed Since Previous Meeting:

- Completed 428 LF of Sewer Main
- Installed Manholes #24 and #31
- Installed 113 LF of 6" Sewer Laterals
- Installed 15 Wye Branches
- Installed 2 Cleanouts
- Installed 242 LF of 1" Water Services
- Dewatering well point installation
- Installed 161 cy of Type B stone

Work to be Completed in Next Month

- Sewer Main Installation @ Grandview and Seneca
- Mobile home water and sewer connections at Coopers Circle

2. SRF Funding

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

- b. GMB continues to receive Certified Payrolls. All have been reviewed and have been satisfactory.
- 3. Payment –
 - a. Payment Applications 1 through 6 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 Donovans 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. GMB has reviewed submittals for water service connections and these have been approved.
 - 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. – 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.
- 13. Inspector Hours Used (3,500 total) –
 - i. Amount since last meeting – 127 hours
 - ii. Amount to date – 772 hours
 - iii. Amount remaining – 2,728 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 – 1 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. Discussion Items

- a. Impact Fees – At the previous progress meeting the LBPW had asked if DNREC/DHSS would reimburse all impact fees for the entire community at the start of the lateral and water services installation. In discussions between the LBPW and DNREC it was agreed that the LBPW would invoice the impact fees as an entire development (Water/Sewer) and hold them in a LBPW standard restricted account since they are restricted funds. The LBPW will provide confirmation of units coming online that can be used to show the impact fees being attributed to each unit as it comes online.
- b. Thanksgiving – No work on November 23rd and 24th.
- c. Christmas Holiday shutdown - 12/21 – 1/2.
- d. Water and sewer services may start on November 9th and November 10th
- e. There were reported issues with the remote meeting at last month's progress meeting, it appeared that remote participants could either not hear or were unable to ask questions. The LBPW reported that it was aware of the problem and it has been corrected.
- f. Notification – Sam Saunders indicated to GMB that he can distribute notifications by way of email if GMB provides him the information and he can email the community. Mr. Saunders offered that he could notify the community of water main breaks if GMB communicates with him at the time of the break. GMB noted that currently and to date it has notified the owner of the community when breaks occur.
- g. Crew Scheduling - Teal noted that there has been times where work has stopped on the project, this is due to the availability of specific crews for specific types of work. For example, there is a specific crew for deep sewer work vs. shallow sewer work. There are times when the work shifts from deep to shallow that may cause some delays.

The NEXT PROGRESS MEETING is scheduled for December 6, 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. 9**

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

November 1, 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. Dunn Hoffman	GMB	dhoffman@gmbnet.com	302-519-3597
3. Johnny Stant	Teal	jstant@tealconstruction.com	302-678-9500
4. ROBIN DAVIS	TSPW	RDAVIS@LEWES2PWDE.GOV	302-645-6328
5. Ellen Lorraine McCabe	City	emccabe@ci.lewes.de.us	302-645-7777
6. JEAN ROBITAILLE	C.D.L.	JROBITAILLE@CI.LEWES.DE.US	302-645-7777x120
7. Janelle Cornwell	City	jcornwell@ci.lewes.de.us	302-645-7777
8. JERI DEMOSS	DSMHP	jericdemoss@COMCAST.NET	302 228-8743
9. Toni Bowman	DSMHP	TBGRADMA2@VERIZON.NET	717-475-8583
10. Ricka Lynn Hoepf	DSMHP	Obxhottube@aol.com	302 519 4591
11. Jonathan Garcia	COL	lgarcia@ci.lewes.de.us	302 645 7777
12. Derrick Caruthers	DNREC	derrick.caruthers@del.gov	302-739-9946
13. Sam Saunders	DSM	deepdreams@msn.com	202-472-2574
14.			
15.			
16.			
17.			

Donovan Smith MHP Sewer & Water Extension

ENGINEER:

DATE: September 5 2023

Actual Construction

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