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PROGRESS MEETING NO. 11 Minutes

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

**January 3, 2024, 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:	322
DAYS REMAINING:	630
PERCENT TIME USED	52%
PERCENT COMPLETE:	28+/- %

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

Work Completed Since Previous Meeting:

- 298 LF of 8" dia. Sanitary sewer (Seneca Street)
- 8 Wyes (8"x6") at Seneca Street
- 18 Sewer clean out frames and covers (Cooper Circle)
- 77 CY of Type B Stone

Work to be Completed in Next Month

- Sewer Main Installation (Seneca and Grandview)

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.
- c. A question was asked about whether there is an adjustment of the labor rates as the project progresses. Subsequent to the meeting, GMB verified that the wage rates certified for this project remain through the completion of the project with no adjustment.

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.

3. Payment –
 - a. Payment Applications 1 through 8 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 – There have been no safety related incidents to date. The contractor is reminded that 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. – None.
- 13. Inspector Hours Used (3,500 total) –
 - i. Amount since last meeting – 148.5 hours
 - ii. Amount to date – 1,013.5 hours
 - iii. Amount remaining – 2,486.5 hours
- 14. Weather Delays – 2 since last meeting; 6 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 – 13.5 HR to date – 2 HR since last meeting
- 17. Status of Water and Sewer Services and Connections:
 - a. Sewer Laterals - 20 installed 13 connected
 - b. Water Services - 20 installed 13 connected
- 18. 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.

19. 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.
20. Questions, Comments and Discussion Items
 - a. There was a complaint at the last meeting regarding ponding of water at the inlets located at Central Avenue and Seneca Street. Subsequent to meeting, Teal cleaned all the inlet protection fabric which improved the drainage. Further, Harry Caswell was hired by the mobile home community owner (Ken Burnham) to flush the storm drains. This further improved the drainage at the intersection.
 - b. It was noted submittals are up to date except for paving submittals.
 - c. Residents noted that testing of water quality was done by one of the residents, but no response has been received to date.
 - d. It was noted to include in the next meeting the total amount of mobile homes that have been connected to the LBPW water and sewer system.
 - e. GMB asked Teal about the potential of completing the water in sections such that house connections could start sooner than what is shown on the attached schedule. Teal noted that this approach will be considered.
 - f. GMB also asked if sections of the community may be paved sooner than what is shown on the current schedule, particularly if all the utility work is completed in a section. Teal indicated that this is also something that they are considering, particularly with the Cooper circle area.
 - g. It was noted that all 19 cleanouts in Cooper circle are completed with 1 completed previously.

The NEXT PROGRESS MEETING is scheduled for February 7, 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

Vincent Luciani, P.E.
Senior Project Manager

**SIGN-IN SHEET
PROGRESS MEETING NO. 11**

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

January 3, 2024
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. Sophia Lunn	GmbB	Slunn@gmbnet.com	(302) 396-7915
3. Duane Hoffman	GMB	dloffman@gmbnet.com	302-519-3527
4. John Robitaille	C.O.L.	JROBITAILLE@CI.LEWES.DE.US	302-645-7777 x120
5. Jon Ward	C.O.L.	JWARD@CI, Lewes, DE, US	302-645-7777 x124
6. Toni Bowman	DSMHP	TBGRANDMA2@VERIZON.NET	717-425-8583
7. Lynn + Rick Hoepf	DSMHP	ovxhottub@aol.com	302-519-4591
8. Kim Bellere	Lewes BPW	Kbellere@lewesbpwde.gov	
9. Jinelle Cornwell	COL	jcornwel@ci.lewes.de.us	302 645-7777
10. Robert Davis	BPW	RDAVIS@LEWESBPWDE.GOV	302-645-6228
11. Earl Webb	BPW	earlwebb@webb@gmail.com	203 979 8385
12. Austin Calaman	BPW	acalaman@lewesbpwde.gov	302-645-6228
13. Johnny Stant	Teal Construction	jstant@tealconstruction.com	302-270-7090
14. Sharon Sexton	LBPW	ssexton@lewesbpwde.gov	302 645-6228
15. Torrie Seagraves	Zoom		
16. Keith Kooker	Zoom		
17. Reddy	Zoom		

Donovan Smith MHP Sewer & Water Extension

ENGINEER:

DATE: December 26, 2023

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