



GEORGE, MILES & BUHR, LLC



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## PROGRESS MEETING NO. 14 MINUTES

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

**April 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:	413
DAYS REMAINING:	217
PERCENT TIME USED	65%
PERCENT COMPLETE:	+/- 38%

- Schedule – Attached. Teal provides a monthly outlook at each progress meeting. It was requested that Teal update the progress schedule for next meeting.

### Work Completed Since Previous Meeting:

- 643 LF of 8” Sanitary Sewer
- MH26, MH27, MH28, MH29 MH38 and MH39
- 190 LF of 6” Sewer Lateral
- 13 Sewer Cleanouts
- 7 - 8”X8”x6” Wye Branches
- 172 CY of Type B stone

### Productivity and Projections

#### Sewer Main

- Total Sewer Main Completed to Date: 3825
- Remain Sewer Main: 685
- Last month’s sewer main productivity: 80 LF/day
- Remaining days of Sewer Main work: 9 days
- Projected completion: April 15

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.

Cleanouts and Laterals

- Remaining Cleanouts and Laterals: 33
- Last month's productivity: 7 per day
- Remaining days of work: 5 days
- Projected completion: April 22

Work to be Completed in Next Month

- Complete Sewer Main Installation (Fairview and Forest))
- Complete Cleanouts and Laterals
- Sewer Testing

Status of Water and Sewer Services and Connections

- Sewer Laterals - 20 installed - 13 connected
- Water Services - 20 installed - 13 connected

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.
- b. GMB continues to receive Certified Payrolls. All have been reviewed and have been satisfactory.
- c. Keith Kooker requested that construction progress photos documenting the progress of construction be submitted at the end of the project. GMB indicated that photos are being taken daily. Also, GMB has been photo-documenting the progress with monthly drone video. It was suggested that various screenshots of the video be provided at completion of the project. The screen shots will focus on the overall progress of the work throughout the project as opposed to more detailed photos of various work items.

3. Payment –
  - a. Payment Applications 1 through 11 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 – **No safety issues have been reported to date.** 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.
  - b. Roadway materials submittals will be required before paving.
  - c. GMB requested a submittal for recycled concrete that has recently been used on the project as Type B stone.
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 since last meeting.
13. Inspector Hours Used (3,500 total) –
  - i. Amount since last meeting – 163 hours
  - ii. Amount to date – 1,199 hours
  - iii. Amount remaining – 2,301 hours
14. Weather Delays – 1 since last meeting; 11 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. GMB reported that the in-situ soils encountered to date were very good and suitable for 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 – 22. HR to date – 1.5 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. 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. Mr. Saunders has complained that the contractor has caused damage to his existing concrete driveway in conducting the work. GMB met with Mr. Saunders on Friday, March 29 to assess the condition of the driveway. GMB compared the cracking with preconstruction photos and it appeared that much of the cracking was pre-existing. However, there was an area of the driveway that was not photographed with the preconstruction photos. GMB is currently reviewing the drone videos to see if a preconstruction image is available. In the interim, GMB is requesting that Mr. Saunders provide in writing his specific request for the repairs (i.e., location and amount of driveway to be repaired/replaced, etc.).
  - b. GMB asked the resident at Unit #34106 (Lot F8) if she has continued having problems with the cable/internet connection to her unit since the construction began directly adjacent to her home. She indicated that she has not had the problem since the crews are not working in the area. GMB had recommended that the resident contact the cable provider and have them investigate. The resident indicated that the cable provider has not investigated the problem.
  - c. The resident at Unit #34106 (Lot F8) complained about issues associated with pumping out the septic tank located on her lot. GMB noted that the owner of the mobile home community is responsible for this work and should be contacted. Derrick Caruthers was in attendance remotely at the meeting and it was recommended that he meet with this resident to discuss the issues and assist with rectifying.
  - d. The resident at Unit #34106 (Lot F8) complained that there is a small leak in her roof. She believes that the leak is a result of the construction activity in that area and the vibration of the unit. GMB was to meet and investigate the issue.

**The NEXT PROGRESS MEETING is scheduled for May 1, 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

**SIGN-IN SHEET  
PROGRESS MEETING NO. 14**

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

April 3, 2024  
TIME: 10:00 A.M.  
GMB PROJECT NOS. 170196/190117

Name	Company	Email	Phone #
1. Duane Hoffmann	GMB	dhoffmann@smbnet.com	302-519-3527
2. Vince Luciani	GMB	vluciani@gmbnet.com	(302) 430-9544
3. ROBIN DANIS	BPLD	RDANIS@LEWESBRIDGE.GOV	302-645-6228
4. Joyce Harty	34104 Central Ave	twoyorkies22@gmail.com	H10 829-4615
5. Rick & Lynn Hoepf	DSMHP	obxhottub@aol.com	302 381-8341
6. Sharon Sexton	BPW	ssexton@lewesbpwde.gov	302 645 6228
7. Keith Kooker	DNREC EF	Keith.Kooker@delaware.gov	302-739-9351
8. Janelle Cornwell	COL	jcornwell@ci.lewes.de.us	302 645-7777
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