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PROGRESS MEETING NO. 19 MINUTES

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

**September 4, 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:	565
DAYS REMAINING:	65
PERCENT TIME USED	90%
PERCENT COMPLETE:	+/-85%

1. Schedule – Revised schedule is attached. GMB noted that project is on schedule. Significant progress made last month.

Work Completed Since Previous Meeting:

- 62 LF of 1" dia. Water Service Pipe
- 42 water connections to mobile homes
- Abandonment of septic tanks
 - 500 gal – 4
 - 1,000 gal – 10
 - 1,500 gal – 5
 - 2,800 gal – 4
 - 3,000 gal – 2
 - 5,000 gal – 1
- Abandonment of Wells (2)
- Paved Cooper Circle
 - Type B Stone 205.46 cy
 - Type B Asphalt 1,726.4 sy
 - Type C Asphalt 1,766.4 sy

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.

Work to be Completed in Next Month

- Stormtech Installation
- Concrete Curb
- Roadway Restoration

ALL WATER SERVICES AND SEWER LATERALS COMPLETED AND CONNECTED TO MOBILE HOMES

- Sewer Laterals - 132 installed - 91 connected
- Water Services - 134 installed - 91 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. Keith Kooker recommended that a second set of wage rate interviews be conducted at the end of the summer.
- 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. KK said approximately 100 photos should be submitted. 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 16 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.
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 – 173 hours
 - ii. Amount to date – 2,189 hours
 - iii. Amount remaining – 1,311 hours
14. Weather Delays – 0 since last meeting; 19 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 – 67.43 CY to date – 28.33 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-9 GABC – 28.33 CY to date – 28.33 CY since last meeting

B-10 Utility Crew Rate – 31.5 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.
- c. CO No. 3 – CO in the amount of \$116,223 for additional compensation related to differing site conditions. Specifically, Teal has claimed that the level of groundwater encountered at the site was much higher than anticipated based on the geotechnical information provided with the bid. As result, additional well-pointing was required to adequately dewater to allow installation of the sanitary sewer.

TOTAL CHANGE ORDER AMOUNT: \$190,862.90

19. Discussion Items

- a. Water Valve Boxes- Take care in damaging the boxes. They are not designed for heavy continuous traffic.
- b. Resident at Lot F8 complained of low water pressure after being connected to LBPW water system. GMB was to investigate after the meeting. *Subsequent to meeting GMB's investigation determined that the home had inline filters which were clogged with debris from installation. The filters were removed and pressure was regained. Resident was instructed to clean the filters and re-install if they wished.*

The NEXT PROGRESS MEETING is scheduled for October 2, 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

[illegible]

**SIGN-IN SHEET
PROGRESS MEETING NO. 19**

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

**September 4, 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. ROSEN DAVIS	BPL	RDAVIS@LEWESBPLDE.GOV	302-645-6228
3. Duane Hoffman	GMB	Dhoffman@gmbnet.com	320-519-3527
4. Joyce Amy		TwoYorkies22@gmail.com	410-829-4615
5. Al Stant	Teal	jstant@tealconstruction.com	302-270-7090
6. Emily Frederick	DNREC	emily.frederick@delaware.gov	
7. Keith Kooker	DNREC	Keith.Kooker@delaware.gov	302-739-9351
8. Rick Lynn Hoepf	DSMHP	obxhottub@aol.com	302-381-8341
9. JERI DEMOSS	DSMHP	jeridemoss@comcast.net	302-228-743
10. JOHN ROBITAKE	C.O.L.	JROBITAKE@CI.LEWES.DE.US	302-645-7777 x120
11. D. Farren	C.O.L.	DFarren@CI.Lewes.DE.US	302-645-7777 132
12. Terry & Sam Saunders		Virtual	
13.			
14.			
15.			
16.			
17.			