Rehabilitation of Lift Stations Preconstruction Meeting

May 20, 2014

Present at Meeting - See attached sheet

Mike Donnan from Hayter Engineering led the meeting and began by reviewing notes from previous meeting. He spoke about Project Supervision and the requirements. Steve Lobdell of 7H will be doing periodic supervision of the project once it's started and will report to Hayter and the City (Robert White).

The contract document before the submitting of materials must meet specifications. The contractor will establish the staging area for materials, and the sewer plant was discussed as the appropriate place because of the locked gate.

Because there is a possibility of damaging private property while crossing, they will be responsible. It's a good idea for the city to take before pictures or a video of the property leading down to the site to be worked on. Pam and Robert will take care of that.

In discussing the scheduling of the construction, it was decided that the lift stations that have grinder pumps would be the best and easiest to start with. Robert and Roy will decide in what order and which lift stations with those pumps will be done. Mike needs that list as soon as possible, he needs that cushion of time that will be needed for deliveries. The two self primer pumps need more time, the rest will not take very long. There should be plenty of time. The grinder pumps will go in quickly, and the other would need from six to eight weeks to get, and three months to install.

From beginning to end of the project it should take 150 days or five months. They will proceed today but the actual start and ending dates are May 26 thru Oct 22.

After Oct 30, there will be no more grant money available to pay out. All must be taken care of by then. The state has gotten tough, and Charles would need to know a couple of months out that there has been delays and why in order to get an extension, and they're hard to come by. The contractor must have Certificate of Construction submitted to TDA by Oct 30.

Robert asked if there will be a problem with getting the needed materials and extra supplies to put in the pumps, and Roy said no.

The electrician need to be aware of the deadlines. They have said they would do what it takes to get the job done, if that means working overtime.

Materials won't be honored until the Notice to Proceed is submitted to the Contractor.

Roy said it will be 4or 5 weeks before the first pump will come, but they will go in fast.

Mike discussed change orders. He said there were only two reasons for them. #1. If there is a change in the work that's to be done than what was planned. #2. Abnormal weather conditions that would cause delays and may require applying for an extension. If one is needed the contractor will contact Hayter in writing. There has already been one change order, and that's when the materials rose in price from the time the grant was issued.

Pay estimates must be submitted on monthly statements, what is completed will be submitted. Charles will submit these to TDA for pay. City has to approve. Robert and Mike will verify and the Mayor will approve.

Cutoff date for pay estimates is the last day of the month. The 5th day of the next month will be the cutoff date to have it emailed to Hayter.

The Mayor brought up the clause in the contract on 'liquidated damages'. It's an item in the contract for the city in case there are complications, delays, or whatever reason, that the city will not be held responsible.

The contractor can ask for delivery of material by the 25th, and it may not be installed till the next month. Vendor may request payment before it's installed. There is insurance to cover damages or theft.

On the subject of safety, contractors are responsible to file an accident report if an accident occurs. He must contact the city and Hayter, and follow up with required paperwork.

Final inspection will take place when all the lift stations are up and running. If everything doesn't check out, and there are still things that need to be done, a list will be created to clean up the odds and ends.

If things are still not in order, another inspection will be done to go over things again, and check for issues. The contractor will carry a warranty, and will be responsible for the lift stations being done correctly.

Robert commented that he'd had problems before with contractors not taking care of problems once the warranty ran out. It was discussed that if the city had to spend their own money, that they should take it to the bonding company and be reimbursed.

Mike said that the city should always get verification thru email that the contractor agreed to reimburse city if they had to repair their problems.

Charles went through the Preconstruction Conference Report. ( See attached).

It was agreed that the project sign should be put at the sewer plant.