

MINUTES/NOTES 1/12/12

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

290 Main Street

Winterport, Maine

PRECONSTRUCTION CONFERENCE NOTES

Date: January 12, 2012
Project No.: 1081
Project: Outfall Sewer Replacement
Dark Harbor Wastewater Treatment System
Owner: Town of Islesboro, Maine
Contractor: Prock Marine Company

THIS MEETING

Date: January 12, 2012
Time: 10:45 AM
Location: Islesboro Town Office

NEXT MEETING

Date: **To be determined**
Time: **To be determined**
Location: **Islesboro Town Office**

COPY: Original - Office
Copy 1 - Field
Copy - EACH ATTENDEE/DISTRIBUTION

MINUTES BY: Annaleis Hafford

Attending Personnel/Distribution:

TO: Town of Islesboro, Maine

ATTENTION: *Craig Olson, Janet Anderson, Mark Craig, David Pendleton, Grayson Hartley*

TO: Prock Marine Company

ATTENTION: *Gary Neville, Ken Knauer*

TO: Olver Associates, Inc.

ATTENTION: *Bill Olver, Mandy Holway Olver, Annaleis Hafford, Vaughan Littlefield*

STANDARD PRECONSTRUCTION MEETING AGENDA FROM SPECIFICATIONS:

• PROJECT COMPLETION DATES:

- The revised project start time commences on January 2, 2012. Dates of substantial completion are therefore March 16, 2012 and final completion by April 2, 2012.
- The project completion dates were revised to due to procurement delays for the concrete ballasts.
- We have received approval from the DMR to extend the Timing of Activity completion date to March 31, 2012.

• LIQUIDATED DAMAGES:

- Liquidated damages of \$600 per day may be assessed against Contractor for each day beyond specified completion dates for which work has not been completed.

• TENTATIVE CONSTRUCTION SCHEDULE:

- Prock Marine submitted a draft project schedule which is attached to these meeting minutes.

• CRITICAL WORK SEQUENCING:

- Prock plans to install all new structures on land first, then install new outfall piping.
- The chlorine contact tank will be installed first, then the water tight manhole.
- The Town's wastewater system must be maintained active throughout the project either by dual pumps or gravity bypass piping.

• DESIGNATION OF RESPONSIBLE PERSONNEL:

Prock Marine Company
Ken Knauer, Project Manager

Olver Associates Inc.
Bill Olver, Project Manager
Annaleis Hafford, Construction Supervisor
Vaughan Littlefield, Project Inspector

Town of Islesboro
Janet Anderson, Town Manager
Grayson Hartley, Clerk of the Works

• FIELD DECISIONS/CHANGE ORDERS:

- No field decisions will be made that deviate from project's design intent or that authorize cost changes. All cost changes must be by written change order and will originate in office.
- Must stay current and raise issues as they occur, do not wait until end of project to make claims.

• APPLICATIONS FOR PAYMENT:

- May use same requisition format that has been used on other projects with Prock.
- Must be submitted by end of each month to allow time for Engineer to review and prepare reimbursement request for Town warrant.

- WAIVER OF LIEN REQUIREMENTS:
 - Must submit lien waivers for all major suppliers and all subcontractors prior to payment at substantial completion.
- DISTRIBUTION OF CONTRACT DOCUMENTS:
 - Engineer provided 3 sets of plans and 3 sets of specifications as requested by the Contractor.
- LIST OF PROJECT SUBCONTRACTORS/MAJOR SUPPLIERS:
 - Prock indicated that its tentative supplier/subcontractor list is as follows:
 - George Hall & Sons
 - Precast of Maine – Concrete Ballasts
 - Overlock – Stone/Rip-Rap
 - Fields Diving
- SUBMITTALS:
 - Submittals required prior to using materials on-site. Provide 4 paper copies for Engineer's use, plus whatever Contractor would like returned.
 - No material should be utilized on-site that has not had a submittal reviewed by Engineer.
- RECORD DOCUMENTS:
 - Contractor must provide set of field notes and record documents before processing of final payment. May work jointly with the Engineer's project representative to fulfill this requirement.
- USE OF PREMISES/OFFICE, WORK, STORAGE AND PARKING AREAS:
 - If using private property for storage, provide copy of written agreement with landowner authorizing its use to Engineer.
 - Prock indicated that 90% of materials will be brought on-site by barge.
- SAFETY:
 - Ken Knauer will be Safety Officer.
- WORKING HOURS
 - Contract calls for working 7AM-7PM, Monday through Friday. If need to request to work outside these hours, please give Engineer at least two days notice.
 - Contractor noted during meeting that they will be working outside these hours due to the tides and they need flexibility of hours to do work during low tide as required.
- PROJECT CLOSEOUT PROCEDURES
 - Request substantial completion when ready.
 - Need to submit final lien waivers for all suppliers and subcontractors.

- Engineer will prepare Certificate of Substantial Completion, preliminary punch list, and final balancing change order.
- Complete final inspection with Owner and Engineer.
- One year warranty will start.
- Turn in record documents.
- Provide consent of surety and proof of continuing insurance.

- OTHER:

Comments Engineer:

- All Owner contacts must be made through Engineer.
- Maintain good erosion control and housekeeping throughout project.
- Must coordinate with Operator regarding brief stoppage of effluent flow if needed.
- Must provide adequate notice to Engineer regarding work schedule especially if hours do not coincide with ferry schedule.
- Provide all remaining submittals. Since meeting, Prock has provided additional submittals.
- Reminded Prock of permit which requires that work shall be completed on the outfall by March 31, 2012.

Comments Owner:

- Want to make sure project is will be completed on time for chlorination season which starts May 15, 2012.
- The Town's project contact will be Grayson Hartley.
- Asked if we can call the DEP to provide them with notice that the project was starting soon.

Comments Contractor:

- Prock conducted the test holes along beach area at dam. They determined that blasting will not be required prior to pipe installation.
- Prock indicated that they will not be using the steel sleeve for the pipe as previously indicated at the September 9, 2011 meeting.
- Prock indicated that they would coordinate schedule and transportation to the job site with us in a timely manner.

Other Topics:

- Conducted site visit following meeting to verify the extent of the Town's property. The site boundaries are well beyond the work area so there is no issue with the chlorine contact tank layout as designed.
- Prock asked if they could relocate the water tight manhole near the bank. It was decided to keep the manhole location as designed.