

**CITY OF SAULT STE. MARIE
PRECONSTRUCTION MEETING MINUTES**

DATE: July 11, 2013

PROJECT: Contract ID# 17419-113489
Project: 112489A
Safe Routes to School

Job Description: Bike and pedestrian safety improvements including concrete sidewalks, ramps, curb and gutter, pavement markings, and pedestrian signals at Joseph K. Lumsden Bahweting Anishnabe Public School Academy in the city of Sault Ste. Marie, Chippewa County.

A preconstruction meeting for the above project was held Monday, July 8, 2013, 9:30 a.m. (EST) at City Hall, 225 E. Portage Avenue, Sault Ste. Marie, MI with City Engineer Linda K. Basista presiding..

INTRODUCTIONS See attached list

ADDENDA: Addendum A: Wage Rate

CONTRACTOR: Ryan Brothers, Inc.
14314 Pratt Road
Ossineke, Michigan 49766-9744

DESIGNATION OF SUPERVISOR:		Phone
MDOT Regional Engineer:	Pete Paramski	
Local Agency Engineer:	Linda Basista, City Engineer	(906) 632-5733
		Cell: (906) 203-9342
Local Agency Inspector:	Alicia Askwith	(906) 632-5732
		Cell: (906) 630-1395
Prime Contractor:		
Superintendent:	Mike or Jeremy Ryan	(989) 370-1358
Alternate:	Tim Cramer (Enviro. Ex.)	(989) 370-3422
E.E.O. Officer:	Mike Ryan	(989) 370-1358
24 Hour Emergency #:	Mike Ryan	(989) 370-1358

CONSTRUCTION SAFETY PROGRAM:

The Contractor submitted their Construction Safety Program and it was approved by the Engineer.

- The designated Certified 1st Aide/CPR officer is: **Mike Ryan**
- The Designated Safety Supervisor for the Contractor is: **Mike Ryan**
- The Alternate Safety Supervisor is: **Jeremy Ryan**

The Contractor was urged to employ good safety procedures for the benefit of all concerned on or near the project. Flaggers (who have had the proper MDOT flagger training), should be used in the number necessary to insure safety to the construction personnel and the traveling public.

NOTE: Emergency number 9-1-1 works in this geographical area.

WORK ORDERS AND CONTRACT MODIFICATIONS: The Contractor is urged to avoid cost-plus items and obtain agreed-upon prices where possible. Prior approval is required on all items of extra work where reimbursement is requested.

- Work Orders for the Contractor will be signed by: **Mike Ryan**
- Contract Modifications for the Contractor will be signed by: **Mike Ryan**
- Work orders for MDOT will be signed by: **Linda Basista**
- Contract Modifications for MDOT will be signed by: **Pete Paramski, Newberry TSC**

SUBCONTRACTORS: Contractor submitted the following list of subcontractors:

<u>NAME</u>	<u>ITEM</u>
J. Ranck Electric, Inc.	Flashing Beacon, Solar Power, Dual.
Environmental Excavating	Removals, Earth Ex, Subbase, Pipe Work, Slope Restoration
P.K. Contracting	Pavement Markings
Give'Em a Break	Traffic Control Signs
Payne & Dolan, Inc	Asphalt Patching

All subcontractors must have a written contract in place before they perform any work on the job. The **Contractor is responsible for prequalification of subcontractors.** If someone from Ryan Brothers, Inc. is not on the project while a subcontractor is working, *they must designate someone as a representative for the prime contractor.*

WORK ZONE TRAFFIC CONTROL PLAN: Contractor submitted the written plan. Linda Basista, City Engineer, will review and approve.

RIGHT OF WAY: There are temporary grading easements in place for tree removal. There is a permanent easement for a drain. Otherwise, no work will be done outside of the right-of-way. Mike Ryan questioned some fences that might be in the way of construction. Northwoods Land Surveying will review, and the City will contact the homeowners as appropriate.

PROTECT CORNERS AND MONUMENT BOX, ADJ: None are anticipated

UTILITIES AFFECTED:

Name	Type
AT&T	Unknown
Charter Communications	Unknown
Cloverland Electric Co-Op	Unknown
DTE/MichCon Gas	Unknown
City of Sault Ste. Marie Water Dept.	Unknown

If there is going to be any subsurface work, the Contractor is to call MISS DIG in advance of any excavation.

MUNICIPALITIES: It is the Contractor's responsibility to familiarize themselves with all local laws, ordinances, permits, traffic, safety, and health regulations, etc. Linda reported that there needs to be a city permit for work hours outside of 7am to 5 pm. This extended hours permit is available by contacting the City Engineering department.

MATERIALS AND TESTING: Material Source Lists (MSL) were submitted at the meeting. Prior written approval from the Engineer is required for sources of material other than those listed on the Material Source Lists. **Linda Basista** will review all MSL and contact the Contractor if needed for information. The Contractor is to submit new MSL if the sources for material changes. These should be submitted as soon as possible.

SOILS, ENVIRONMENTAL, EROSION SEDIMENTATION CONTROLS: The Contractor is to control spillage of waste material such as gasoline, oil, asphalt, cement, etc., during work associated with this project. This includes bituminous plants, borrow areas, etc. It is of utmost importance to comply with all soils and sedimentation rules, regulations and laws. There will be no violations of existing State, Local or Federal laws.

QUESTIONS CONCERNING CONTRACTOR PAYMENT: Status of payment vouchers can be found on the MDOT Contractors' Service Center website at: www.michigan.gov/mdot. For additional questions call **Angie Patterson** at City Engineering Department (906) 632-5734 or **apatterson@sault.com**

PROGRESS SCHEDULE: The Progress Schedule was submitted and approved at the meeting. Final project completion date is **September 2, 2013**

LABOR COMPLIANCE: The Contractor is required to submit **original** Weekly Certified Payrolls (CPR) covering the Contractor's and Subcontractor's workforce to **Angie Patterson**. Form 1955 (Contractor's Certified Payroll Report) is required with each payroll submitted. Certified Payroll may be submitted in any format provided all information requested on form WH-347 is included along with the fringe benefit package information (needed to determine hourly wage). Construction Advisory 2009-22 MDOT Form CP-347, Certified Payroll is attached along with the instructions for completing this form. This form is available on-line and has several automated fields that calculate weekly wages, deductions and other required data for completion in accordance with the Davis-Bacon and State prevailing wage regulations. The BOHIM 2009-07 (Prevailing Wage Oversight Procedures) is available to the Contractor at www.michigan.gov/mdot.

CPR must be received by the Engineer within **three** weeks after work is first performed and on a weekly basis thereafter. **Payment for items will be withheld if CPR is not received as noted.**

The Wage Rate Decision(s) to be used for this contract is MI130001 effective 05/24/13. Labor compliance information and wage rates must be posted on the job site. Wage rate interviews will be conducted by **Angie Patterson** and all employees must cooperate during wage rate interviews.

The Prime Contractor is to display the required civil rights posters conspicuously on the project at the earliest possible time. A copy of CA 2010-07 Jobsite Posters was given to the Contractor for his information and use.

NOTE: Poster board may be placed in the staging area.

Contractors and subcontractors must comply with all E.E.O., O.J.T, and prompt payment contract special provisions for the project, including nondiscrimination appendices, during the life of the project. The required EEO posters must be displayed conspicuously on the project at the earliest possible time.

The DBE participation requirement is 0% for this project.

Goals for Minority participation for each trade: 5.2%

Goals for female participation in each trade: 6.9%

Contractor is not a participant in the On-The-Job training program

SPECIAL PROVISIONS:

All Special Provisions were discussed with special attention given to the following:

<u>PAGE</u>	<u>TOPIC</u>
24	Maintaining Traffic
59	Construction Staging Areas

61	Prompt Payment
71	Quality Control and Acceptance of Portland Cement Concrete
87	Work Zone Signing on Local Agency Projects
94	Solar Power Flashing Beacon
100	Alternative Granular Materials for Fill and Subbase

NOTIFICATION OF COMPLETED WORK: The Contractor's attention was directed to Section 109.07 of the 2012 Standard Specifications for Construction. This section states the Engineer shall make a final inspection after receipt of written notification that all work is complete. As such, the Contractor was reminded **to provide written notification that the work is complete and ready for final inspection.**

NOTE: Project Completion Date is September 2, 2013.

PROJECT FINAL: The Final Estimate will be due 90 days following the completion of the project. Completion will be defined as follows:

Contract completion date or revised completion date based on an approved *Extension of Time* by contract modification. Upon completion, an *Acceptance Report* (form 1120) will be completed by the Delivery Engineer.

Liquidated Damages: \$600 per day

The completion date of the project will be enforced and liquidated damages will be assessed for any work items not complete by the completion date including punch list items, final clean up and any restoration. This includes the removal of all maintaining traffic devices, i.e., signs, barrels, sand bags, sign covers, etc.

MISCELLANEOUS:

Mike Ryan asked if it would be acceptable to use existing sand if it is found to be in good shape. Linda Basista said that she would evaluate this possibility as areas were identified.

Mike Ryan stated that he will be taking photos of existing driveways; particularly those that are cracked, in order to reduce the likelihood of claims.

Linda Basista stated that a Work Order and/or Contract Mod. will be issued to change the Flashing Beacon to a Rectangular Rapid Flash Beacon. It is anticipated that this will be a No Cost change.

APPROVED

Linda K. Basista, P.E., City Engineer
Sault Ste. Marie

Attachments: List Attachments

Cc:	A. Askwith (City of SSM)	C. Dale (JKL)	T. Kallston (JKL)
	T. Cramer (Env. Excavating)	M. Ryan (Ryan Bros)	P. Casey (MDOT)
	B. McCready (Northwoods)	B. Karr (Northwoods)	P. Warner (Cloverland)
	P. Warner (Cloverland)	J. Sawruk (Cloverland)	