



EATON COUNTY
Carrier Creek Drain
9/14/05 Preconstruction Conference
8:30 a.m. to 5:00 p.m.
Best Western Midway Hotel -Eaton Conference Room



MEETING MINUTES

10:00 a.m. – 12:00 p.m. **DAVIS CONSTRUCTION, INC.**
Division II – Concrete Box Culverts South of I-496
Division VI – Detention Area E
Division VII – Detention Area F

1. Welcome & Sign-In
 - A. The meeting was called to order by Larry Protasiewicz, Spicer Group, Inc. Larry reminded everyone to sign-in (**see attached**).

2. Introductions
 - A. Larry introduced himself, and everyone in attendance introduced themselves. Larry gave instructions regarding the court reporter and those in attendance, not seated at the main table, were asked to introduce themselves prior to speaking during the meeting.

3. Utility representative comments and requirements
 - A. Eaton County Road Commission – Blair Ballou
 - Blair Ballou and Greg Sherman discussed the schedule and waiting on box culverts. The pavement needs to be down by 11/21/05. Concern was noted of having the culvert in time and having the blacktop down. A contingency plan on Canal Road would be to go around it. Issues of separate traffic control were discussed. Cold patch and maintenance are to be done by the Contractor. Cold patch would be used temporarily through the winter.
 - B. Lansing Board of Water & Light – Renee Novak-Arze
 - LBW&L will coordinate construction with Davis Construction at Walnut Grove. Scott Miller, Davis Construction, will let Renee know if the schedule moves up before 1/16/06 regarding the Canal Road crossing.
 - C. Delta Township Utilities – David Swink
 - David Swink needs to locate the 20-inch water main so it can be lowered as this will affect customers. **Action Item: Delta Township is to find out the top elevation of this water main.** David Swink needs to determine how many people are affected and he needs service to be available at all times. David Swink indicated there may be a need for a coordination meeting. The 8-inch sanitary sewer and bypass pumping will affect about 50 customers.
 - D. Consumers Energy – Curtis Fater
 - Curtis Fater discussed the Canal Road Crossing and unknown location of the box culvert. Curtis Fater should know the coordination of box culvert in a few days to

one week. Discussion took place of installing the new gas main underneath the box culvert the first of November.

- Curtis Fater reviewed the Consumer Energy Addendum (**see handout**). John Roberts Jr. is the emergency contact person.

E. Grand Ledge Schools Bus Garage - Tim Bowers

- Tim Boyer is from the school district and is present at this meeting in regards to timing, scheduling, and detours. Tim Boyer asked if there was any way to move up the Mt. Hope Highway Crossing. Grant application anticipates that the culvert would already be in place. It would be helpful if this could be moved up. Concrete box – Scott Miller indicated he would review the schedule regarding the concrete box. Tim Boyer would like Davis Construction to start their project in April instead of the June timeframe. **Action Item: Scott Miller will get back with Tim Boyer and Spicer Group regarding the scheduling of the Mt. Hope Highway Crossing. Discussion took place to cold patch it and make this Number 2 priority on the schedule.**
- Guinea Road work is to be done on a Saturday.
- Concerns were noted of the hazard of Mt. Hope and equipment moving in and out of there. For Division VI, there will be 5 months of gravel trucks moving in and out. Tim Boyer noted the concern of parents of the traffic coming out of Walnut Grove. When the project is in progress, there will be a new, parallel haul road so that there will not be interference with the Walnut Grove traffic. **Action Item: Dave Wilcox will be having a meeting next week with the Walnut Grove property owners and indicated that Walnut Grove will remain a private road.**
- Canal Road – discussion took place regarding needing to try to get the box culvert in this Fall instead of this Spring. Milled asphalt vs. cold patch was discussed. Note: Canal Road and Mt. Hope are not to be closed at the same time, as noted in the specs. Canal will be open before Mt. Hope. Blair Ballou's grant will be reviewed the first week in October. GM suppliers have already broken ground.

F. Verizon – Mark Stevens

- Discussion took place regarding the phone line near the culvert. The cable was installed one year ago. Mat Hannahs indicated that it should not affect anything. Discussion continued regarding the culvert being under the aerial cable. Walnut Grove timeframe is February for the culvert. **Action Item: Scott Miller will contact the appropriate person regarding the power line.**

4. Memorandum regarding bond and insurance issues (**see handout**)

- A. Stacy Hissong, Hubbard Law firm, indicated that everyone involved is named as an additional insured. She met with Dave Wilcox and Larry Protasiewicz to review all bond and insurances for all Divisions. Stacy explained that the Dave Chapman Insurance Agency included Act 213 of 1963 in regards to the payment bond and this doesn't apply to projects in the drain code. The new bond materials have been received, and Stacy explained the three noted items on the memorandum, which was distributed at the meeting. **Action Item: The information noted on the memorandum should be provided to Mat Hannahs by 9/30/05 by 5 p.m.** Hubbard Law Firm will keep track of the policy expiration dates.

5. Contract Documents distribution schedule

- A. Contract binders are all at Hubbard Law Firm and will be distributed when all required paperwork is collected. **Action Item: Davis Construction wants six more spec copies of Divisions II, VI, and VII. Nicole Cook, Hubbard Law Firm, will handle this.**
 - B. Larry indicated that all plans are in viewable format and are on the Carrier Creek website. No one is allowed onsite without a stamped set of plans. When there are further changes on the plans, a new revised sheet will be issued with a date stamp and these will be redistributed. At the trailer, there will be a list of the revised sheets. **Action Item: If you need more plans, please see June Williams-Spicer Group, or indicate on the Plan Order sheet, which is being passed around.**
6. Submission of list of Subcontractors, list of products, Schedule of Values, and progress schedule
- A. A preliminary schedule was given to Spicer Group last week and Greg Sherman gave Mat Hannahs a two-week look-ahead schedule. Greg questioned the schedule of values. **Action Item: Spicer is using Field Manager and needs to get a copy of Field Manager to Greg Sherman by Monday, 9/19/05. Email to heatherhendges@voyager.net for Davis Construction.**
7. Designation of personnel representing the parties in Contract, along with contact numbers, and the Engineer
- A. Greg Sherman/Scott Miller submitted the list for Davis Construction (**see attached**).
 - B. Dave's new cell number is 517-599-8887, which is reflected in the organizational chart available at the sign-in table.
8. Submission of list of supervisory personnel representing the Contractor and Subcontractor(s) along with daytime and emergency phone numbers
- A. Greg Sherman/Scott Miller submitted the list for Davis Construction (**see attached**).
9. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, change orders and Contract closeout
- A. Field Manager will be used for pay requests.
 - B. Change orders will also be handled by Field Manager and sent for review. All change order and progress payments are due to Mat Hannahs/Mike Gazella one-week prior to the first of every month and are due to Dave Wilcox the first of every month and payment is due by the 15th of the month.
 - C. Davis uses a Delay directive form; method to track for extras on jobs. Dave Wilcox indicated that changes will be handled by meeting on the field, shaking hands in agreement of change, and then processing the paperwork. Ross will handle the preliminary flagging.
10. Scheduling – Scheduling
- A. Schedules were distributed to the necessary parties for review and discussion. **Action Item: Spicer Group will scan these in a pdf format and put on the Carrier Creek website.**
 - B. Survey Personnel were introduced; Ron Harris and John Zell-Spicer Group.
 - C. Engineering/Survey meetings will be on Monday mornings at the job trailer at 8:30 AM, with Mike Gazella, Mat Hannahs, Ross Telfer, and John Zell for coordinating the week. On Tuesdays, progress meetings will be held with the Contractors to discuss issues with

Dave Wilcox and Larry Protasiewicz. Scott Tadgerson, Spicer Group, will be working with inspection, staking, and surveying. Paul Forton, Spicer Group, is the project engineer. **Action Item: It was decided that Greg Sherman would meet for the Progress meeting on Tuesdays at 1 PM and at 1:30 PM with Scott Miller at the job trailer. NOTE: As of 9/21/05, the meeting time has been changed to meeting with Scott Miller at 1 p.m. and 1:30 p.m. with Greg Sherman.**

D. Tom Bennett will be working on Wetlands – timing is December 2005 to Spring 2006 final.

11. Scheduling activities of Geotechnical Engineer

A. Davis Construction will work with Michael Thelen from SME.

12. Items of special interest and attention

A. Division II – Traffic Control Plan changes and Canal Road Storm Sewer changes – There are minor changes, which will be done by Cadwell Brothers in Change Order No. 3.

Action Item: Scott Miller needs a copy of Change Order No. 3.

B. Division VII - utility pole relocation – this is in the center of the road and will take about 3 weeks for relocation. This is not an issue.

C. Division VII - Phone pedestal will be done. **Action Item: Ross Telfer of Davis Construction will coordinate staking in the schedule with John Zell.**

D. Greg Sherman discussed brining of the temporary access road and permanent road as soon as possible, and he will monitor what happens. Dave Wilcox indicated the entryway back to trailer also needs brining.

E. Greg Sherman plans on trucking material out in two to three weeks.

F. Landowner Issues – direct all communications and landowner issues to Dave Wilcox.

G. Water at the trailer – when working on Canal Road, trailer might be without water. Use the hydrant at the trailer for dust control. Davis will be putting down a well instead of trucking water back and forth.

H. Division II - Storm sewer will be going past the headwall. It is now straight. **Action Item: There may be a new drawing change and a sheet reissued for Division II. Mat Hannahs will handle this.**

13. Questions and comments