



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

1:00 p.m. – 3:00 p.m. CADWELL BROTHERS CONSTRUCTION & ST. REGIS CULVERT

Division III & IIIB – Storm Sewer Construction South of I-496

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 – See Item No. 6 – Progress Schedule
4. Memorandum regarding bond and insurance issues (**see attached handout**)
 - A. Stacy Hisson, 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.
 - 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 - Ben Cadwell distributed and reviewed the subcontractor list and the schedules (see **attached**; Schedules are posted on the Carrier Creek Web Site).

CANAL ROAD BRANCH

- A. On Canal Road, there is a buried cable on east side of Echo Valley north. This was not located and it is unknown how far off the road it is located. The cable can be moved ahead of time. Ben Cadwell already contacted Miss Dig on this. Guinea Road was not checked. See Notes in Utility section.
- B. Canal Road closure starting tomorrow, 9/15/05 was discussed. There will be complete detour starting on Monday, 9/19/05.
- C. Discussion took place regarding the busing of children with the road closure. Ben Cadwell and Tim Bowers discussed the busing and communications to residents. The Echo intersection was discussed. Tim Bowers will communicate the closing back to the parents.
- D. Most residents will be affected by their mailboxes and trash pickup. **Action Item: It was decided to move and group the mailboxes to one area for one to two months. Ben Cadwell is to contact USPS and handle contact regarding the trash pick up.**
- E. Dave Wilcox indicated to direct all landowner concerns to him. Dave has talked with two residents regarding Mt Hope and Canal. Communication mailing on this was distributed last Thursday from Delta Twp. **Action Item: Landowners will be notified tomorrow regarding the drive on gravel, mailboxes, and the trash pickup. This letter will be done by Hubbard Law Firm and be distributed as door hanger notifications.**
- F. The road commission will provide permits to begin work tomorrow. Ben Cadwell will be onsite by 9 AM tomorrow. Material will be coming in on Monday. There will be preliminary excavation due to the gas line. Ben Cadwell will stripe asphalt even though not topping it until the Spring.
- G. Action Item: Staking will be needed for Division III.**
- H. Mt. Hope and Canal Road intersection cannot be closed at the same time. This will need to be coordinated with the Contractors.
- I. **Change Order No. 3** was signed by Ben Cadwell and returned. Originals will go in the contract binder. Grand Ledge In-service days need to be checked, also on New Guinea. Mt. Hope and Canal were discussed.

MOON & HAMILTON BRANCH

- A. Guinea Road Sheet III-23 was reviewed. Work is planned for Saturday, 9/17/05.
- B. Discussed Sheet III-24 following the existing pipe; Ben would like to get them in ahead of time. Mike Gazella indicated that the manholes are staked. Cornfield should be staked too. Ben would like to plan to do this next week or the following week. Mike Gazella indicated this would be coordinated. If there is a Friday without school, Ben would like to be notified.
- C. The right-of-way on the North side of Millett was discussed.
- D. Chris Mooney is waiting for material. By the last week of Sept, pipe should be made.
- E. John Washabaugh from Northern Pipe indicated that he might have to go with a different size pipe. If unique size, there may be a one-week delay. **Action Item: Verify pipe size after determining gas line location.**

- F. Grand Ledge school schedule was distributed (**see attached handout**). It was noted that 10/21/05 school is closed.

UTILITY DISCUSSION – PROGRESS SCHEDULE

- A. Consumers Energy – Curtis Fater
- All gas lines should be out of the way on Guinea Road. There was specific discussion of the 24-inch tile and 54-inch tube.
 - Curtis reviewed the Consumer Energy Addendum (**see attached handout**).
- B. Delta Township – David Swink
- Discussed the 20-inch water main and 8-inch crossing and 12-inch sanitary sewer that crosses at Mt Hope. Discussion took place regarding water services and the sanitary sewer systems. **Action Item: Any sanitary sewer crosses or lowerings should be clearly indicated on the as-built drawings.**
 - All water used for contractors must be taken from the meter and hydrant by the trailer for any water hauling.
 - Staking is being done today. Gas line goes in before the concrete boxes in Division III. **Action Item: Ben Cadwell and David Swink will coordinate a time tomorrow. Mat Hannahs will call and let Dave Swink know about the concrete boxes in Division III.**
- C. Board of Water and Light – Bob Roller
- At railroad, there is a large crossing at Bore & Jack area. **Action Item: Coordinate with railroad for November of 2005.** There was discussion of the 24-inch cooling waters, which are noted on the drawings. The Lansing Board of Water and Light is to be notified well in advance of work in this area or on their property.
 - Relief Drain to the South Branch schedule – 11/21/05 is extended to next year.
 - Jack & Boring schedule – starting in June but this could change. Twenty-three days is total time at Railroad on the schedule.
 - Broadwing Fiber – Marvin Muncy indicated that if the elevations haven't changed, everything should be in good shape. **Action Item: Larry Protasiewicz will schedule a meeting with the railroad for a pre-installation meeting. No slack time; relocation is costly from Broadwing.**
7. Designation of personnel representing the parties in Contract, along with contact numbers, and the Engineer - submitted by Ben Cadwell (**see attached**).
8. Submission of list of supervisory personnel representing the Contractor and Subcontractor(s) along with daytime and emergency phone numbers – submitted by Ben Cadwell (**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.

10. Scheduling

- A. Survey Personnel were introduced; Ron Harris and John Zell-Spicer Group.
- B. Engineering/Survey meetings will be on Monday mornings at the job trailer at 7-8:30 AM, with Mike Gazella, Mat Hannahs, 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. **Action Item: It was decided that Ben Cadwell would meet for the Progress meetings on Tuesdays starting on 9/20/05 at 2:30 PM at the job trailer. NOTE: As of 9/21/05, the progress meeting was changed to 9:30 AM.**
- C. Mat Hannahs is the project engineer until Vern Moore comes back from an assignment from Detroit in one month. Paul Forton will also be assisting with Division III.

11. Scheduling activities of Geotechnical Engineer – Michael Thelen, SME, will do all material testing.

12. Items of special interest and attention

- A. Div III – Change Order No. 3 was signed and turned back into Stacy Hissong, Hubbard Law Firm.
- B. Larry Protasiewicz and Mat Hannahs discussed the Landowner agreement form usage and easements. This form is to be used any time the contractor is inside or outside of the right-of-way of the drain easement.

13. Questions and comments