



**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**

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**8:30 a.m. – 10:00 a.m.**

**E.T. MACKENZIE COMPANY**

*Division I – Construction North of I-496*

*Division V – Detention Areas A, B and G*

1. Welcome & Sign-In

- A. The meeting was called to order by Greg Minshall, Fitzgerald-Henne & Associates. Greg reminded everyone to sign-in (**see attached**).

2. Introductions

- A. Greg introduced himself and also Larry Protasiewicz, Spicer Group, Inc. Greg gave instructions regarding the court reporter. Those in attendance, not seated at the main table, were asked to introduce themselves prior to speaking during the meeting. Everyone in attendance introduced themselves.

3. Utility representative comments and requirements

A. Armortec – Doug Buch

- Requested shop drawings electronically for block materials. This process will take 4-6 weeks; 6 weeks for supply and 12 weeks for block.

B. Grand Ledge Schools Bus Garage - Tim Bowers

- Tim is from the school district and is present regarding timing, scheduling, and detours. Division I closure at Willow Hwy was discussed. **Action Item: Greg indicated that we need a short on-site meeting; a meeting will be scheduled to discuss road closure ahead of time.**
- Discussion took place regarding the Township Hall Association and the utility relocation by the Storm Sewer. Bob Farrier of E.T. MacKenzie Company indicated that the electric line needs to be raised up in order to go underneath and before work can begin in the spring. The area owned by the Township Association at 512 Westshire Drive in Lansing was discussed; conduit and easement is there. It is a private easement. Everything needs to be raised with the pipe over the top. Preliminary work will begin in October. Consumers needs to raise the line as shown on drawings (Sta. 120+83) by mid-October, 10/17/05. There is relocation west of Willow for traffic coordination, closing Willow East and West. The drive portion will be done this fall. **Action Item: A specific utility coordination meeting will be held on 9/28/05 at 9 AM at the Delta Wastewater Plant with E.T. MacKenzie Company, Utility companies, and Eaton County Road Commission.**

- C. SBC - Victor Krisko
    - He indicated he has a similar situation with Consumers and would like a site visit in two weeks.
  - D. Verizon – Mark Stevens
    - He indicated that there are utilities at the West of Canal Road, crossing at I-96, and Mt. Hope Road by Walnut Grove Drive area. **Action Item: Canal Road closing will start on Monday, 9/19/05.** Division I meeting will be in two weeks and Division V is all set.
  - E. Eaton County Road Commission – Blair Ballou
    - Any Willow Highway issues will be discussed at the Utility Coordination meeting on 9/28/05 at 9 AM. There was a question whether a permit was issued for Willow Highway. Bob Farrier, E.T. MacKenzie Company, indicated that there is a permit that needs to be issued for the Willow Highway crossing.
  - F. Consumers Energy – Curtis Fater
    - Curtis reviewed the Consumer Energy Addendum (**see attached**)
4. Memorandum regarding bond and insurance issues (**see attached**)
    - A. Bob Farrier gave copies of their owner/protector liability, subcontractor list for Division I, emergency contact requirements, and list of equipment for both Divisions (**see attached**).
    - B. Stacy Hissong, Hubbard Law Firm, indicated that everyone involved is named as an additional insured. She met with Dave Wilcox, Eaton County Drain Office, and Larry Protasiewicz, Spicer Group, 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: Division I & V contract binders – five more copies were requested. 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. Greg explained that 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. Mat Hannahs, Spicer Group, and Greg Minshall, Fitzgerald-Henne, have the stamps. 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 circulated.**
  6. Schedule
    - A. Bob Farrier turned in everything requested. **Action Item: The Schedule of Values – pay requests will be discussed at next Tuesday's Progress meeting.**

- B. Stored material – Dave Wilcox, Eaton County Drain Commissioner’s Office, indicated that stored materials will be paid for. Discussion took place regarding the Field Manager application.
7. Designation of personnel representing the parties in Contract, along with contact numbers, and the Engineer
    - A. Submitted by Bob Farrier **(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. Submitted by Bob Farrier **(see attached)**.
    - B. The Survey Personnel were introduced: Ron Harris and John Zell of Spicer Group and Earl Strater from Fitzgerald Henne are the contacts for Division I.
    - C. The SME staff was introduced: Dave Hurlburt, Michael Thelen (Geotechnical), and Marc Plotkin.
    - D. Engineering/Survey meetings will be on Monday mornings at the job trailer at 8:30 AM, with Mike Gazella, Mat Hannahs, Marc Plotkin, 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 Division I would meet for the Progress meeting on Tuesdays at 10 AM and at 11 AM for Division V at the job trailer. NOTE: As of 9/21/05, the progress meeting was changed to 8:30 AM for Division I and 10:30 AM for Division V.**
  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. Pay requests will be generated from the Inspection Daily Reports; values entered on site. These will be submitted to the Contractor for approval.
    - B. E.T. MacKenzie Company needs to get submittals for all the pipe.
    - C. E.T. MacKenzie Company is not planning any substitutions.
    - D. 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 15<sup>th</sup> of the month.
    - E. Need survey shots on utilities for good as-built drawings.
  10. Scheduling
    - A. Division I & V 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.**
  11. Scheduling activities of Geotechnical Engineer – See Item 8. C & D
  12. Items of special interest and attention

- A. Shop drawing turnaround time was discussed. Tessa Taylor, Spicer Group, will be reviewing submittals and shop drawings. Contractors can work with Mat Hannahs and Tessa.
- B. All water used for contractors must be taken from the meter and hydrant by the trailer for any water hauling.

11. Questions and comments