



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

3:00 p.m. – 4:00 p.m.

WETLAND CONSTRUCTION

Division IV – Open Drain Construction

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. MDOT permitting was discussed with Lynn Warren, MDOT Lansing TSC. **Action Item: MDOT will need a set of 11x17 plans for all Divisions. June Williams will add this to the plan order list.**
 - B. The Consumer Energy Addendum handout was distributed to Dave Forrest, Wetland Construction (**see attached**).
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.
 - 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. Dave Forrest submitted the project schedule. Main Branch is estimated to start on 10/5/05 and the South Branch on 10/26/05.
 - B. Landscaping is to begin 10/12/05 with removal and clean-out of current trees and shrubs. Planting and seeding is to begin on 10/17/05.

7. Designation of personnel representing the parties in Contract, along with contact numbers, and the Engineer - Dave Forrest submitted his business card.

8. Submission of list of supervisory personnel representing the Contractor and Subcontractor(s) along with daytime and emergency phone numbers – not applicable.

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. On Tuesdays, progress meetings will be held with the Contractors to discuss issues with Dave Wilcox and Larry Protasiewicz. Contact Larry or Dave if necessary.
 - C. **Action Item: Mike Gazella will coordinate the landscaping by Contractor with Dave Forrest.**

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

12. Items of special interest and attention
 - A. Stacy Hissong, Hubbard Law Firm, discussed the company name change and handled all appropriate paperwork for this with Dave Forrest.
 - B. Contact Dave Wilcox directly on any landowner issues. The Landowner agreement form is used when working outside of the right-of-way of drain easement.

13. Questions and comments