

PRE-CONSTRUCTION CONFERENCE MINUTES

Project Information	
WATER SYSTEMS IMPROVEMENTS ON S.R. 81 AND ASBURY STREET	
C & S's Project No.: O9800.001	Date: December 18, 2013 at 8:30 AM

Owner Information: City of Oxford, Georgia			
Address:	110 West Clark Street Oxford, Georgia 30054	Office: Fax:	(770) 786-7004 (770) 786-2211
General Contact:	Mr. Bob Schwartz City Manager	Office: Fax: Email:	(770) 786-7004 (770) 786-2211 bschwartz@oxfordgeorgia.org
Owner's Project Rep:	Mr. Jody Reid Superintendent	Cell Phone: Office: Email:	(404) 725-6519 (770) 786-7004 jreid@oxfordgeorgia.org

Contractor Information: Anderson Grading & Pipeline, LLC			
General Contractor:	134 ½ N. Broad Street P. O. Box 602 Monroe, Georgia 30655	Office: Fax:	(770) 385-1018 (770) 385-3326
Project Manager / Superintendent:	Jason Anderson	Cell Phone: Email:	(770) 560-6729 jason@andersongrading.com
Office Coordinator:	Gina Shelnett	Cell Phone: Email:	(770) 560-6731 gina@andersongrading.com
Office Assistant:	Debbie Stemen	Email:	debbie@andersongrading.com

Engineer Information: Carter & Sloope, Inc.			
General Contact:	Address: 1031 Stonebridge Parkway Watkinsville, GA 30677	Phone: Fax:	(706) 769-4119 (706) 769-4546
Engineer of Record / Project Manager:	Marty Boyd, P.E.	Cell: Email:	(770)235-3566 mboyd@cartersloope.com
Resident Project Representative:	Pete Taylor	Cell: Email:	(706) 207-0803 altonwaitetaylor2@gmail.com
Project Engineer:	Chase West, P. E.	Cell: Email:	(706) 473-8401 cwest@cartersloope.com



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Responsibilities of Engineer

1. Represents Owner and issues all instruction of Owner.
2. Reviews and approves construction schedule and shop drawings, however, Engineer is not construction scheduler or expeditor.
3. Supervises Resident Project Representative. Limits of Representative's duties are listed in the General and Supplemental Conditions.
4. Periodically observes work for compliance with drawings and specifications only.
5. Determines amount earned for payment and reviews and approves pay estimates and change orders.
6. Initial judge of all claims and disputes.
7. Certifies project completion.
8. Furnishes Record Drawings to Owner based on red-lined record drawings from Contractor.

Responsibilities of Owner

1. Ultimate decision maker on disputes of Contract Sum and Contract Time.
2. Does not instruct Contractor in day-to-day work, except in emergencies.
3. Approves pay estimates and change orders and pays contractor on schedule.
4. Maintain accurate cost records.

Responsibilities of Contractor

The Contractor's responsibilities are fully spelled out by the Contract Documents and are not modified by this pre-construction conference.

1. Complete construction within the time limit.
2. Fully responsible for construction means and methods.
3. Maintain continuous clean-up.
4. Fully responsible for safety of workers, the job site, and the public.
5. Supervise subcontractors and coordinate all Work with any utility companies and City personnel.
6. Superintendent with authority to make decisions must be on the job site at all times.
7. Contractor must call for a utility locate at least 72 hours prior to beginning any excavation.
8. Obtain written prior approval from Engineer before making any changes to the contract. All change orders will be written.
9. Maintain an up-to-date red-line set of drawings to be turned over to Engineer at the end of the project for development of Record Drawings.

Application for Payment Procedures

1. Form used should be similar to form presented in Section 00840 in the specifications.
2. Contractor shall submit 4 copies of Applications of Payment (Pay Estimate) with original signatures on each.
3. Quantities must be measured with Project Representatives present (Pete Taylor).
4. Cut-off date for Applications shall be on or about 25th of each month.
5. Payment will be made by Owner for completed items on or about the 20th of the following



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month.

6. Copies of Applications should be signed by the Contractor and be submitted at the monthly progress meetings.
 - a. Contractor shall email Engineer draft Application to review prior to the monthly progress meeting. Quantities must be measured in the field with Project Representatives present.
 - b. Engineer will return draft Application to Contractor with comments, if any.
 - c. Applications will be executed by Engineer and Owner at each progress meeting. Owner will return one (1) executed copy of the Application to the Contractor with payment, one (1) copy to the Engineer and retain two (2) copies for their files.
 - d. Progress Meetings will be held the 1st Wednesday of each month at 10:30 AM at Jody's shop. The first progress meeting will be held on February 5th, 2014, 105 West Watson Street, Oxford, GA.
7. Contractor shall submit the following information on Stored Materials:
 - a. One (1) copy of Summary for each Application submitted.
 - b. Two (2) copies of invoices- one (1) to be retained by the Engineer & 1 (one) to go to City of Oxford.
8. Retainage will be held at a maximum of 10% of the work completed and a maximum of 10% of stored materials until 50% of the work is completed. If the character and progress of the Work has been satisfactory to Owner and Engineer, and remains satisfactory, then retainage will be held at a maximum of 5% of the contract amount until project is complete.

Documents

1. Contractor submitted a draft Pay Request for review.
2. Contractor submitted a Progress Schedule. Must update with each payment Application.
3. Contractor submitted Schedule of Suppliers and Submittals at the conference.
4. Engineer delivered:
 - 1 Full-Size and 1 Half-Size Set of plans to the Contractor.
 - 1 Half-Size Set to Connie Head
 - 1 Full-Size Set to Jody
 - 1 Full-Size Set to City (Bob)
5. Engineer distributed Contract Documents:
 - 1 to City (Bob)
 - 1 to Contractor (Gina)
 - 2 to C&S
6. EPD approved all work within the Contract on 8/14/2013.
7. Land Disturbing Permit approved on 9/24/2013.
8. The NOI was submitted by the Contractor on 12/17/2013.
9. Plans submitted to GDOT on 10/4/2013. Plans are approved but waiting on approval of landscape plan.
10. Status of easements: None



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Contract Times

1. Notice to Proceed date for start of work will 1/6/2014.
2. Contract time is 210 days.
3. Contract Time Expiration date 8/4/2014.
4. Procedures for extension of Contract Time are spelled out in the General Conditions.
5. Liquidated damages are **\$500 per calendar day**.

Shop Drawings

1. Contractor shall submit shop drawings to Engineer for review.
2. Contractor shall submit the number of copies which contract requires plus three (3) copies.
3. Approved shop drawings will be returned to the Contractor.
4. Engineer shall return one (1) copy to the Owner, retain two (2) copies, and return two (2) copies to the Contractor.
5. We will utilize digital shop drawings. Email approved copies to Jody, Bob, Gina & Jason. Print hard copies for Pete and Jody.

Site and Work Schedule

1. Does Contractor accept job site and conditions? **Yes**
 - Only concern is the 125 ft. free bore under trees at Palmer Stone School. Jason will meet with us and Jody about alternatives to free boring.
2. Is Contractor insurance in-place prior to starting Work? **Yes**
3. Site Utilities: Contractor is responsible for utility coordination and temporary service during construction.
 - a. Water & Sewer: City of Oxford
 - b. Gas: Covington
 - c. Electricity: City of Oxford
 - d. Cable: Charter
 - e. Phone: AT&T
4. Contractor shall normally work 7:30 AM to 5:30 PM on weekdays. The City of Oxford asks for no Sunday work.
5. Notice must be given for overtime and holiday/weekend time. Weekend work should generally involve clean-up as City's response time to main breaks can be long.

Other Items

1. Questions on General or Supplemental Conditions? **None**
2. Questions on basic work or special project procedures? **None**
3. The City is required to verify that all workers under contract are legal US citizens. Anderson Grading & Pipeline, LLC participates in e-Verify and the e-Verify documentation is included in the contract documents.



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4. Location of laydown yard and parking: Small items & valves will be stored at Jody's shop. Jason will string pipe as he goes. Needs stockpile area for dirt.
5. Landscaping and concrete washout areas: Concrete washout areas cannot be established in any landscape areas or near storm drainage structures or in any ditches.
6. Pressure Testing and Bac-t: All water mains must be pressure tested and disinfected prior to placing into service. Procedures are outlined in Section 02510. Pressure test shall be 200 psi for 2 hours. Allowable leakages are given in the specs. Disinfection shall be in accordance with AWWA C651:50 ppm in new mains with at least 10 ppm after 24 hours. Samples shall be taken to Cornish Creek Water Treatment Plant. Copies of lab results will be given to the Engineer. Procedures and responsibilities of Contractor for failed tests are in Section 02510. Owner will give contractor copy of test results at monthly progress meetings.
7. Communication between Owner, Engineer and Contractor will be by phone, email and writing.
8. Hydrant Meter Account: Contractor shall open a hydrant meter account for wash water and other water used. Account can be opened at the front desk of City Hall. Jody only has 1 hydrant meter.
9. Line breaks shall be reported to the City **immediately**.
10. Project Representative must witness all tie ins and connections 2" and larger. 24-hour notice must be given.
11. Relocate Meters only if in conflict with the proposed waterline.
12. Road repairs shall have a 12" undisturbed shelf on each side of the trench as per the detail.
13. Polyethylene wrap required on all DI pipe and fittings within 10' of a steel gas main.
14. Construction management form used will be similar to those in Section 00840.
15. RFI's will be processed by emailing or written correspondence to Chase and/or Marty. After review we will forward to Jody and copy Bob with a recommendation and formal response emailed or written back to contractor.
16. Starting Point and Sequence of work: See Schedule
17. Garbage pickup is on Tuesdays
18. Jason stated they will close a lane of SR 81 for Tree Removal. Bob said in case of emergency call police department to use their blue lights.
19. **December 2014 – February 2015 is the ideal time to plant trees. We will execute a Statement of Substantial Completion when the waterline is complete. We will issue a change order extending the contract time for the tree planting during these dates. Owner will pay contractor in full for work included in Statement of Substantial Completion.**
20. **Connie says:**
 - **Tree protection fencing is important and maintaining the integrity of fencing is important.**
 - **Keeping heavy equipment out of drip lines of trees is very important. If compaction occurs, must use air spade on similar device to fluff dirt.**
 - **If any roots greater than 1" are cut, use loppers to cleanly cut roots.**
 - **An inch of backfill over roots will kill tree so do not add backfill greater than what is there already.**
 - **Exposed roots must be mulched to keep from drying.**
 - **No Materials Storage under trees.**
 - **The older the tree the more stressful it will be for the tree.**



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21. Bob asked about sidewalk use during construction and ultimate replacement. Jason plans to leave existing sidewalk in place during construction and then replace it. He will use plates and fencing to keep the public safe and out of holes, etc.

Attendees			
Name	Representing	Phone #	Email
Marty Boyd, P.E.	Carter & Sloope, Inc.	706-769-4119	mboyd@cartersloope.com
Chase West, P.E.	Carter & Sloope, Inc.	706-769-4119	cwest@cartersloope.com
Pete Taylor	Carter & Sloope, Inc.	706-207-0803	altonwaitetaylor2@gmail.com
Bob Schwartz	City of Oxford	770-786-7004	bschwartz@oxfordgeorgia.org
Jody Reid	City of Oxford	770- 786-7004	jreid@cityofoxford.org
Jason Anderson	Anderson Grading & Pipeline, Inc.	770-385-1018	jason@andersongrading.com
Gina Shelnut	Anderson Grading & Pipeline, Inc.	770-560-6731	gina@andersongrading.com
Connie Head	Technical Forestry Services	706-202-5279	tfshead@aol.com

MINUTES APPROVED BY:

SIGNATURE

PRINTED NAME

DATE

SIGNATURE

PRINTED NAME

DATE



Anderson Grading and Pipeline, LLC
 SR81 and Asbury Street Water System Improvements
 Project Schedule

