

Town of Proctor
Special Selectboard Meeting Minutes
Draft
April 28, 2016
9:00 A.M. – 10:00 A.M.

Board Members Present:

Bruce Baccei, Chair
Bill Champine
Joe Manning

Employees Present:

Celia Lisananti, Town Clerk
Stan Wilbur, Town Manager

Others Present:

Chuck Goodling, DuBois & King
Chris Schmelzenbach, DuBois & King
Dave Eves, DuBois & King
Don Haddox, VT DEC FED
Dave Markowski, Markowski Excavating
Tom Markowski, Markowski Excavatin

I. Call to Order

The meeting was called to order at 9:05 p.m.

II. Approve Agenda

There were no changes to the agenda.

III. Contract 5B Taylor Hill Booster Pump Station

Bruce Baccei turned the meeting over to Chuck Goodling to lead the meeting for the contract and notice to proceed signing and the preconstruction conference. A copy of his meeting notes are attached and make a part of these minutes,

IV. Adjourn

Joe Manning had to leave the meeting at 10:00 a.m., which left the Selectboard without a quorum to conduct business.

**PRE- CONSTRUCTION CONFERENCE
DISCUSSION OUTLINE
April 28, 2016**

**CONTRACT 5B: TAYLOR HILL BOOSTER STATION
TOWN OF PROCTOR, VT
222514-4A-72**

I. INTRODUCTIONS

A. Attendance Sheet

1. Print name & relationship to project

See attached Attendance Sheet.

B. Self-introductions & Party represented

C. Project representatives and contact information

- a. Contractor's Project Manager: _____
Tel.; _____
e-mail; _____
- b. Contractor's Superintendent: _____
Tel.; _____
e-mail; _____
- c. Resident Project Representative (RPR): Dave Eves
Tel.; (802) 236-7023
e-mail; dave.eves.de@gmail.com
- d. Design Engineer's Project Representative: Chuck Goodling, P.E.
Tel.; (802) 728-3376
Fax; (802) 728-4930
e-mail; cgoodling@dubois-king.com
- e. Town Representative: Stan Wilbur, Town Manager
Tel.; 802-459-3333 ext. 13
e-mail; proctor_manager@comcast.net
- f. State Representative: Don Haddox, Construction Engineer
Tel.; 802-760-0370
e-mail; Don.Haddox@vermont.gov

II. LINE OF COMMUNICATIONS

A. Owner to Engineer to Contractor & vice versa

B. Subcontractors to Contractor to Engineer & vice versa

C. Schedule bi-weekly field meetings - resident, superintendent, engineer's and contractor's office managers, owner, and agency representatives

III. CONSTRUCTION PERIOD

A. Contract Period:

Commencement: Notice To Proceed dated **May 9, 2016**

Completion: 150 calendar days, final completion on or before **October 9, 2016**

B. Work Hours

1. Normal working hours between 7:00 a.m. and 5:30 p.m., Monday through Friday
2. Work on Weekends or Legal holidays to be allowed only with prior approval from the Owner

C. Horizontal and Vertical Controls

1. As shown on Contract Drawings
2. Maintained by Contractor

D. "Continuous" Clean-up

1. For public relations, safety, business activity, and general appearance
2. Perform daily

E. Utilities

1. Locations -not guaranteed
-must confirm with individual utility
2. Breaks/Repairs -Contractor's responsibility

F. Substantial Completion

1. Requested by Contractor
2. Equipment/Facilities start-up
 - a. Schedule (written 2 week notice)
 - b. Factory Representative (Responsibilities/Reports)
3. Punch List Items
4. One-year warranty begins for work completed
5. Retainage is reduced

G. Final Completion

1. All work items, including CLEANUP and PUNCH LISTS, must be completed by:
October 9, 2016
2. Final Inspection - Requested by Contractor, preferably a week prior to final completion date

H. Liquidated Damages

1. From contract completion date: Cost: **\$750 / Calendar Day**

IV. REQUIRED SUBMITTALS BY CONTRACTOR

- A. Contractor's project key personnel
 - 1. Names, addresses, telephone numbers
- B. List of Subcontractors
 - 1. Schedule of their involvement
 - 2. Amount of subcontracts
- C. Construction Progress Schedule
 - 1. Order of work
 - 2. Dates beginning and ending
 - 3. Schedule of payments
- D. Lump Sum Items – Breakdown (Schedule of Values)
- E. Insurance
 - 1. Comprehensive General Liability
 - 2. Comprehensive Automobile Liability
 - 3. Workers Compensation Insurance
 - 4. Excess Liability Insurance
 - 5. Builders Risk Insurance
 - 6. No field work is allowed until the proper insurance certificates have been submitted
- F. Materials & Products
 - 1. Submittals in accordance with Section 01300
- G. Testing (Independent Testing Laboratory - Contractor's Cost)
- H. Shop Drawings
 - 1. Submittals in accordance with Section 01300
 - 2. Submission and review
 - a. Number of copies required - Engineer needs 4 copies for review and files (or electronic)
 - b. Timeliness of submittals for review (Allow 14-day review period)
 - c. Send to Chuck Goodling at the Randolph office
 - 4. Substitution of Equipment
 - a. Procedure, responsibilities, cost - (Section 01300)
 - 5. Operation and Maintenance Manuals

- I. Change Orders
 - 1. Cost and time
 - 2. Need breakdown of Contractor's direct and indirect costs and equipment rates for basis of time and materials change orders
 - 3. Need documentation supporting all costs and time extensions

- J. Partial payment estimates
 - 1. Monthly progress payments
 - a. Establish dates for submission, approval, and payment
 - b. Forms - Resident Engineer and Superintendent to agree, Contractor Types, send to Chuck Goodling for approval, then to Owner for Payment
 - c. Retainages
 - 1) 10% up to 50% complete
 - 2) May reduce to 5% after 50% complete, if work is progressing satisfactorily
 - 3) May be further reduced after substantial completion
 - d. Davis-Bacon Wage Rates
 - 1) Contractor's responsibility to maintain current wage determinations
 - 2) Labor Classifications

VIII. SAFETY

- A. Hard hats/Vests
- B. Shoring/Trench Boxes
- C. Traffic Control
- D. Contractor Responsibility
- E. Rock Removal

IX. REMARKS AND CONCERNS