

Mountain Road and Main Street Water Main Replacement

Town of Jaffrey

ATTENDEES:

Randall Heglin, Jaffrey DPW	Thomas Haluch, Haluch Water
Doug Starr, Jaffrey DPW	John McClellan, Tighe & Bond
David Chamberlain, Jaffrey FD	Corey Potvin, Tighe & Bond
William Oswalt, Jaffrey PD	Amanda Keyes, Tighe & Bond
Jason Beckwith, Suez	Johnna McKenna, NH DES
Joanne Carr, Town of Jaffrey	Kathleen Bourret, NH DES
Andy Baranowski, Jaffrey Water Dept.	Frank Linnenbringer, NH DOT
Tom Lambert, Jaffrey Water Dept.	David Konesko, NH DOT

DATE: May 2, 2016

On April 22, 2016 a Pre-Construction Conference was held for the Mountain Road and Main Street Water Main Replacement Project at the Jaffrey Town Office at 10 Goodnow Street. The following are discussion items from the meeting.

1. Introductions

2. Designation of Authorized Representative

- a. Owner designated Randy Heglin and Contractor designated Tom Haluch as Authorized Representatives

3. Communications

- a. Written communication from Haluch Water should be through Tighe & Bond (attn: John McClellan and Amanda Keyes) to maintain project coordination and communication. All correspondence should be copied to the Town of Jaffrey (Randy Heglin and Doug Starr).
- b. Contractor shall distribute list of emergency telephone numbers. Provide Town of Jaffrey with telephone/beeper number of a responsible person who may be contacted during off-hours for emergencies 24 hours per day, 7 days per week.
- c. Updated contact list provided by Haluch is attached to this agenda. The contact list has been updated to include water and sewer department contacts.

4. Contract Requirements

- a. Notice to Proceed: April 22, 2016
- b. Substantial Completion: 260 days after Notice to Proceed (January 7, 2017)
- c. Readiness for Final Payment: 415 days after Notice to Proceed (June 11, 2017)

5. Constraints/Coordination

- a. Conduct work during weekdays, between the hours of 7:00 a.m. and 5:00 p.m. (Section 01140).

- b. No work on Saturdays, Sundays, or official Owner holidays, unless authorized by Owner.
- c. Coordination with Jaffrey community events
- d. For work on state roads, no work is to be performed the day before state holidays.
- e. Cutting of paved surfaces, excavation within any paved roadway, or pavement resurfacing activities is not allowed from November 15th to April 1st.
- f. All components of the existing water system must remain in operation throughout construction. Provide advance notice and coordinate temporary shutdowns in accordance with Section 01310, Coordination.
- g. Jaffrey will operate their own valves, Haluch should coordinate with Jaffrey for when they need valves operated.

6. DWSRF Requirements

- a. Project Sign must be erected prior to construction.
- b. AIS Certification must be submitted for all iron and steel products.
 - Sample AIS certification is included in Contract Documents (D-7.2)
 - De minimis tracking form is included in Contract Documents (D-7.8)
- c. MBE/WBE Goals - MBE:0.77%, WBE:6.22%
 - Contractor to submit MBE/WBE procurements to Town
 - Contractor must provide info to include in bidder's list to track potential MBE/WBE subcontractors. Bidder's list must include name and point of contact, mailing address, phone number, and email, procurement that was bid, and entity's status as an MBE/WBE or non-MBE/WBE.
 - Haluch has a DBE that meets goals already
- d. Certified Payrolls for contractor and all subs shall be submitted weekly utilizing U.S. Department of Labor Form WH – 347.
- e. For any subcontractor classifications that do not already have a wage rate, will need to put in a request for wage rates determination. Haluch should check with subs that this may apply to (Henniker Directional Drilling, flaggers, etc.)
- f. NHDES Site visits will take place to confirm compliance with all provisions
- g. Tighe & Bond will conduct labor interviews and keep contractor work logs

7. Permits

- a. Obtain necessary permits for the project including:
 - Local building permit from (Town of Jaffrey) – electrical/plumbing permit for work in pump station
 - NH DOT Permit – Haluch brought permit surety bond to meeting. (*Update – Permit was issued by DOT 4/27*)

- Town of Jaffrey Excavation Permit – (*Update - Town issued on 4/25/16*)
- Notice of Intent for coverage under EPA's General Permit (Section 01570)

8. Before Starting Construction

- a. Carefully study Contract Documents - report any conflicts or discrepancies to Tighe & Bond in writing and request written interpretation or clarification.
- b. Submit a preliminary Progress Schedule to Tighe & Bond (Section 01325 and Article 23.2.b in General Conditions).
- c. Submit a preliminary Schedule of Payments to Tighe & Bond and Town of Jaffrey (Article 23.2.d in General Conditions).
- d. Submit a preliminary Schedule of Submittals to Tighe & Bond and Town of Jaffrey (Section 01330).
- e. Submit a sample video recording to document pre-construction conditions along the proposed water main location covering at least 500 linear feet and a minimum of 5 minutes surveying time. After approval of sample, submit audio-video documentary survey in accordance with Section 01321.
- f. Provide DigSafe notification for the project.
- g. DOT will determine whether they are on the DigSafe notification list or if they need to be contacted separately for traffic loop mark outs. (*Update – DOT confirmed that they are not on call list and should be contacted directly for traffic loop markout*).

9. Construction Facilities and Temporary Controls (Section 01520, 01570)

- a. Dust Control – implement dust control measures as required.
- b. Erosion and Sedimentation control shall be implemented as shown on Drawings and described in Section 01570.
- c. Comply with EPA Phase II Stormwater Program as described in Section 01570.
- d. Sanitary Facility – provide portable type toilet with regular maintenance service.
- e. First Aid – provide a first aid station at the site.

10.Site Safety: Maintain a safe working environment for personnel and visitors at all times (OSHA guidelines).

11.Field Engineering: Establish all lines, benchmarks, and elevations required to layout and construct the Work (Section 01720).

12.Progress Meetings (Section 01310): Progress meetings will be conducted as needed.

13.Submittals: Submittals shall be in accordance with Section 01330.

- Submit Shop Drawings and Samples either with a specification section numbering system or by sequentially numbering each submittal with resubmissions receiving an alphabetic suffix.
- All Shop Drawings and Samples must be reviewed and stamped by Haluch Water before submittal to Tighe & Bond (Article 4.5 in general conditions). Tighe & Bond will not review submittals that the Contractor has not reviewed and stamped.

- Any deviations from the Contract Documents must be called out in writing (Article 4.4 in General Conditions).
- Substitutions and “or-equal” items must comply with the provisions of Article 8 in General Conditions.
- Submittals requiring action will be reviewed, stamped, and returned by Tighe & Bond within two weeks of receipt. Haluch Water should schedule their activities allowing sufficient time for Tighe & Bond's review. Also, resubmittals will be required if shop drawings are incomplete, inaccurate, not stamped, etc.
- Upload submittals as electronic files in .pdf format to Newforma Information Exchange. Submittals will be returned in electronic .pdf format via Newforma Information Exchange.
- Also submit an additional hard copy of submittal, if requested.
- Number of samples – per specification section.

14.Request for Information: RFI correspondence will be via Newforma with a consecutive numbering system.

15.Progress Payments (Section 01270 - Measurement and Payment):

- Application for payment – EJCDC Contractor's Application for Payment Form or AIA form
- Progress payments will be made monthly in accordance with the approved Application for Payment.
- At the end of each month, Haluch Water shall submit Application for Payment to Tighe & Bond. A draft copy should be reviewed with the observer in the field and quantities agreed upon. Then submit draft application electronically to the Engineer for review. Upon approval by the Engineer, submit formal paper copies of the application.
- 10% retainage will be withheld from monthly progress payments until the project is 50% complete, then no additional retainage will be withheld. Upon substantial completion, the retainage will be reduced to 2% plus the estimated value of completing or correcting any incomplete or defective work. 2% will be held during the one-year warranty period. (Article 24.2 in General Conditions).

16.Stored Materials: Submit certificates for stored materials in accordance with Section 01290.

17.Change Orders: Change order issues must be addressed quickly. The Town of Jaffrey and Tighe & Bond must be aware of and authorize change orders before the work proceeds. Change Orders require review by NHDES for approval. For in-the-field changes notify Rick Skarinka (or Johnna McKenna if Rick is not available) to let them know of change.

18.As-built Drawings: Maintain a set of drawings as “as-built documents,” as required by Section 01770, Closeout Procedures.

19.Substantial Completion: Contractor to submit written request for Substantial Completion (Article 25 in General Conditions).

20.Final Inspection: Contractor to submit written notice that the Work is complete (Article 25 in General Conditions).

21.Paving

- a. Temporary paving
 - Cold patch in daily trenches is acceptable
 - Temporary paving should be placed in trenches daily if practical and at least at the end of each week.
- b. Reclaimed Product
 - DOT will need to examine and test product from reclaiming operations before determining if it is acceptable.

22.Flaggers versus Details

- a. Flaggers are likely acceptable along the entire water main route on Mountain Road and Main Street. This was acceptable to both the police department and DOT.
- b. Police details will be needed down town in the area of the sewer replacement and water main abandonment on Main Street
- c. Police details will be requires at the corner of Cross Street and Peterborough St. for tie-in work.
- d. Cross Street will likely be shutdown completely for water main work.

23.Construction Procedures/Schedule

- a. Haluch plans to directional drill where possible
- b. Haluch plans to locate buried pipe along the entire water main route with a Metrotech instrument prior to starting water main installation and may be able to keep the new main all on one side of the street. It was agreed generally that this is preferable if it is feasible.
- c. Jaffrey requested that the sewer installation, which is shown on the draft schedule in October, be scheduled in the summer so as not to conflict with October festival "Scarecrows on the Common"

Pre construction Meeting
4/22/2016 Sign-in Sheet

JOHN McCLELLAN	TIGHE'S BOND	JMCCLELLAN@TIGHEBOND.COM
Randy Heglin ✓	Jaffrey DPW	rheglin@townofjaffrey.com
Corey Potvin ✓	Tighe & Bond	CJPOTVIN@Tighebond.com
Johnna McKenna ✓	DES-DWGB	johnna.mckenna@des.nh.gov
Kathie Bourret ✓	NH DES	Kathleen.Bourret@DES.NH.GOV
FRANK FLINENBRINGER	NH DOT DP	flinnenbringer@dot.state.nh.us
DAVID KONESKO	NH DOT DP	DKONESKO@DOT.STATE.NH.US
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Tom Lambert	JAFFREY Water	TLambert@townofjaffrey.com
TOM HALUCH	HALUCH WATER	
Jason Beckwith	Suez	Jason.Beckwith@SUEZ-NA.com
Amanda Keyes	Tighe & Bond	apkeyes@tighebond.com