

Pre-Construction Meeting
Maintenance and Repairs to the South Branch of the Park River
DEEP Project No. DS20140776

Date: October 1, 2015

Location: DEEP HQ
79 Elm Street
Hartford, CT

Time: 10:00 AM to 12:50 PM

Attendees: See attached sheet.

Item 1: Contract Time –

The contract was awarded as of September 24, 2015. The contract time is 182 calendar days from the start date in the notice to proceed with liquidated damages of \$1,300.00 per calendar day for the project completion. A Notice to Proceed was issued for September 24, 2015; the last contract calendar day will be March 21, 2016.

Doug King (Paganelli Construction) indicated that due to the award date being so late in the year, many activities scheduled for the later part of the work are temperature sensitive and that their submitted schedule shows a winter shut down.

Item 2: Utilities –

There are no known utilities conflicts in the project area. Contractor is responsible for CBYD.

Item 3: Specifications –

In addition, prior to starting construction, the contractor is to prepare and submit the following:

- Schedule of Values – for all lump sum items
 - Submitted 10/1/15

- Environmental Protection Plan – requirements of the plan included in Supplemental Condition #10.
 - Anti-tracking pads to be maintained.
 - Mechanical sweeper to be available at all times.

- Water Handling / Control Plan –
 - It is noted that silt booms isolating the sediment removal areas from the main stream will be used. Paganelli intends to deploy the booms across the river instead of parallel to the flow in the normal manner. Turbidity and effectiveness of booms deployed in this way will be monitored and revised as needed.
 - David Road (All Habitat) indicated they have started Taking background turbidity levels in the stream. Results to be forwarded to DEEP.

- Construction Progress Schedule –
 - Submitted 10/1/15

Other submittals will include, but not be limited to shop drawings, material certifications, material samples for testing, stockpile locations, disposal sites, etc.

A large number of submittals were transmitted immediately prior to the meeting. WMC will concentrate on the environmental submittals in order to avoid/minimize construction delays.

Item 4: Supervisory Personnel & Contact/Emergency Phone Numbers

WMC will provide the DEEP with contact info for the inspector and supervisory personnel.

Item 5: DBE/Subcontractors

No discussion.

Item 6: Payment – Payments will be made monthly by the DEEP.

For least delay in approving invoices, the estimate of quantities should be prepared jointly by the inspector and field supervisor, which are then to be used by the contractor in submitting a monthly invoice. Monthly invoice quantities should match the previously agreed quantities. Invoices shall be first given to the inspector for approval and then passed to WMC's office for final review and recommendation to DEEP for payment.

Contractor is advised that no payment for items over the original quantities will be made without submittal & approval of a construction change order. Also, no payment will be made for any new items, unless approved by the Engineer in advance.

Item 7: Construction Change Orders:

All requests for price changes, additional work, new pay items or increases/decreases in quantities during construction must be approved prior to the contractor performing the work. The contractor must request to the Engineer in writing and the Engineer must approve in writing prior to the work being performed. In addition, all construction change orders must have a preliminary authorization from the DEEP prior to the Engineer approving the work to be done.

Item 8: Permits/Easements –

Permits & easements are in place.

Item 9: Materials & Material Testing

Material certificates for materials are to be provided for all materials not requiring physical testing. Physical testing is to be performed as required by the Engineer. Test firm to be approved by the DEEP in advance.

Item 10: Weekly Field Meetings –

Weekly meetings will be scheduled by project personnel after the beginning of construction activities. In addition to project issues and scheduling, E&S control, de-watering, and other environmental concerns, as well as resident complaints or concerns, will also be topics for discussion.

Tentative meeting days are Mondays. WMC to finalize with contractor & DEEP.

Item 11: Material Stockpiles –

All work & material stockpiles should stay within street area and limits of construction and not impede private driveway access, unless contractor has additional written agreements with property owners. Proper precautions must be taken to address E&S and traffic safety, including silt fence around all material with potential for erosion /siltation. Safety fence/barrels/warning lights for material stocked near any vehicular traffic areas.

There was general discussion of the drying out process for hydraulically dredged sediments. Operation can continue into early winter temperatures.

Area at the end of Linbrook Drive to be cleared for storage of removed sediments. This area should be stumped. DEEP to consider some landscaping restoration as this operation will have visual impact on the neighborhood.

Item 12: Bonds & Insurance

The bonds were provided at the contract signing.

Item 13: Construction Schedule –

The contract time is 182 calendar days from the date of the notice to proceed, there may be a winter shut down period.

Doug King noted that the Paganelli schedule does show a winter shut down.

Overall project schedules and Two-Week Look Ahead schedules to be distributed to Towns for planning purposes.

Item 14: M&P/Traffic Safety

- Paganelli to meet with West Hartford & Newington police prior to sediment removal operations to address site specific needs for traffic control during trucking operations.

Item 15: Material Disposal –

Locations for material disposal need to be submitted along with a written agreement (and any required permits) signed by the property owner for dumping.

Item 16: Working Hours –

Working hours shall be 7AM to 5PM. The budget is limited and no overtime has been allotted for the inspecting engineer, therefore any work outside of the regular 8 hour work days must be requested in writing and approved by DEEP in advance.

Duane Martin (Town of West Hartford) noted that operations generating significant noise should be started later in the morning when feasible.

Item 17: Special Attention:

– This work entails activity in a stream environment and the contractor must recognize the need for extra caution and preparation during all phases of the work, especially in regards to protection of the stream environment during dredging, erosion & sedimentation control and dewatering. The contractor should take extra care to ensure that the project area is kept clean, free of debris and all activities are conducted in an environmentally safe manner.

– Silt fence & flagging or orange construction fencing (if required) must be installed at the limits of construction prior to starting work.

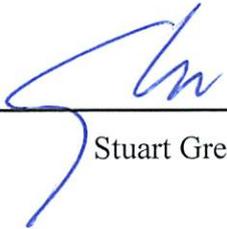
- **Item #1- Handling Water –**
 - It is acknowledged that dredging operations will create significant turbidity. Operations will be monitored continuously and modifications may be required to limit downstream turbidity.
- **Item #2 – Concrete Demolition –**
 - Paganelli had earlier proposed to perform concrete demo operations on the New Park Flood Walls this year and implement repairs in 2016. This scheme has been rejected by DEEP due to the risk of flooding between demo and construction operations.
- **Item #3 – Laydown Sediment Stockpile Areas -**
 - Areas for collection of dredged sediments to be staked out in advance for review by Town & DEEP.
 - The Nofeldt Field laydown yard will necessitate removal and restoration of some landscape plantings.
- **Item #4 – Herbicide Spraying-**
 - Spraying for invasive species in advance of the vegetation removal is currently underway.

- **Item #5 – Coordination with Local Municipalities**

- The project takes place in a highly visible urbanized area, sites will be accessed via residential and commercial streets. There is likely to be a lot of public scrutiny. Coordination with local public works & police departments is vital to maintaining good public relations during the work. Contractors are asked not to try and address public concerns. All public comment should be directed to Dan Biron at DEEP.

The above minutes represent my understanding of the transactions and agreements as made at the above referenced project. Any comments or disagreements to these minutes should be made in writing prior to five days from the date of these minutes. After this date, it will be assumed that all parties are in agreement to the conditions as stated.

Submitted By:



Stuart Greacen

10-6-15

Date

Copies sent To:

All attendees

SBPR Maintenance and Repair Project - Pre-Construction Meeting 10/01/15

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