



**Pre-Construction Meeting Minutes
PRRMA 2011 Pavement Repair Program**

Date: May 27th, 2011

Meeting Date: May 26th, 2011; 8:00 AM

Location: Canton Township Administration Building – Engineering Conference Room

Attendees: Tom Casari, PRRMA, President and Chairperson
Debra Bilbrey-Honsowetz, PRRMA
Mark Waldbauer, PRRMA
Tim Klujn, PRRMA
Paul Tulikangas, Engineer, Spalding DeDecker Associates, Inc. (SDA)
Corey Shorkey, Engineer, Spalding DeDecker Associates, Inc.
Dave Coppola, Contractor, Al's Asphalt Paving Co.

Paul Tulikangas and Tom Casari conducted the Pre-Construction Meeting. A copy of this document is provided for all to review and identify project deliverables and requirements of the parties to the contract and should be read in conjunction with the complete Bidding Documents. Any items not specifically listed within the Pre-Construction Meeting summary below will remain required of the contractor per the Contract Bidding Documents.

The following items were discussed during the meeting:

1. Review the Contract

- a. SDA supplied a contract book for all parties. This book includes: addendum #1 and #2 (from 2010 project), addendum #3 (to extend contract for 2011 and revise several unit costs), the updated proposal for 2011 showing all lump sum and unit pricing and total scope of work cost, and all updated bonds and insurance information provided by Al's Asphalt.
- b. SDA, PRRMA, and Al's Asphalt reviewed the contract books, and executed the Addendum #3 in all (4) books, completing the contract for 2011.
- c. All parties have a signed, original version of the contract book.

2. Review Scope of Work

- a. The overall scope of work was reviewed.
- b. The project generally contains more asphalt work than last year, and less seal-coat.
- c. The scope of work is similar to last years, in that work will be completed in various locations throughout all three subdivisions.
- d. Concrete work is limited to curb and gutter removal and replacement, sidewalk ramp removal and replacement, and sidewalk flag removal and replacement *only* in locations required to achieve ramp slope compliance. The cost for these flags is not currently included in the contract amount of \$275,094.33.
- e. The overall sidewalk repair scope is dependent on whether PRRMA decides to utilize the line item: "Concrete Pavement – Retro-Fit Detectable Warning". This item is \$451.00 / each, compared to \$505.00 per each to replace the entire ramps. Once

clarification is received for this item, SDA will coordinate the final repair budget with PRRMA and finalize the sidewalk repair scope. A few subtractions from the scope are anticipated.

- f. PRRMA will have a quote next week to sawcut sidewalk trip hazards throughout the subdivisions. This work is considered a separate project.
- g. Throw and roll patching with hot-mix asphalt will be completed in two concrete entrances into Fairways and Fairway Pines this year as a maintenance repair.
- h. Tom Casari will advise SDA if additional work will be required in Mornington Court (Fairways subdivision) to address a catch basin and poor drainage issue. The current scope of work does include 48 LF of curb and gutter replacement to replace poor condition curb, but this will not improve overall drainage in the area.

3. Organization, scheduling, and administrative procedures

a. Identification of Key Individuals

- i. PRRMA: Tom Casari will be the main contact for PRRMA: (734) 751-8986-cell and (734) 394-5153 office.
- ii. Al's Asphalt: Dave Coppola will be the main contact: (734) 552-1394-cell and (734) 946-1880-office. Several superintendants from Al's Asphalt will also be on-site throughout the different stages of work.
- iii. SDA: Paul Tulikangas (248) 762-7345 and Mark Balon (248) 762-0325

b. Channels of Communication

- i. PRRMA has already sent a letter informing residents that construction will be forthcoming, and advising them to check the PRRMA website (www.prrma.org) regularly for updates.
- ii. Al's Asphalt is to provide door hanger notifications for residents at least 48 hours in advance for the following project phases:
 - 1. **Concrete Work** (Specific addresses that will be affected by the work – coordinate with each subdivision manager if required).
 - 2. **Asphalt Work** (Blanket notification to all residents is required).
 - 3. **Seal-Coat Work** (Specific addresses that will be affected by the work – coordinate with each subdivision manager if required).
- iii. Al's Asphalt is to submit each notification to SDA and PRRMA for approval and/or modification prior to delivery.
- iv. Notifications should include requests to turn off irrigation systems.
- v. PRRMA and Al's Asphalt will coordinate to use new signs at the entrances into subdivisions.
- vi. Good communication between the contractor, SDA, and PRRMA will be maintained.
- vii. Al's asphalt will be required to communicate daily with PRRMA and keep them informed of the schedule and progress. PRRMA needs this information to keep their website up to date, and facilitate homeowner cooperation with the work.
- viii. Al's Asphalt shall notify PRRMA and SDA of any delays in their schedule due to rain days through an e-mail. PRRMA will then notify representatives, which will notify residents of any changes in schedule.

c. Change Orders

- i. SDA referred to Article 10 in the General Conditions of the contract, which discusses changes to the work. In addition to the requirements, the contractor must notify SDA of any additional work that may result in a change order prior to completing the work. SDA will then notify PRRMA, which may require up to 24 hours for approval of additional work, but will try to get an answer as soon as possible. Small items can likely be turned around sooner. No payment shall be made for work that was performed prior to this approval.
- ii. SDA may recommend approval for incremental milling and undercutting as necessary upon inspection and proof-rolling per agreed upon unit rates.
- iii. The work item: "Asphalt Pavement – Profile Mill and 1.5" Overlay" is planned for use in certain areas, and may be used in lieu of the "Asphalt Pavement – 2.0" Mill and Replace" as determined by SDA, to minimize incremental milling and replacement quantities.
- iv. Al's Asphalt shall also be responsible for slowing down the milling machine or reducing the mill depth if excess asphalt is being removed which may result in a change order.

d. General Schedule

- i. SDA issued the notice to proceed to Al's Asphalt stating that the contract shall commence to run on Tuesday, May 31, 2011. Work should be started by Friday June 10, 2011. The final completion date per contract is July 30th. If additional time is required for weather-related delays, a request needs to be submitted in writing to PRRMA for approval.
- ii. According to Dave Coppola, concrete work is unlikely to start next week due to weather delays from his concrete subcontractor.
- iii. Concrete work is tentatively anticipated to start the week of June 6th. Al's asphalt shall submit a preliminary schedule for the remainder of the project once concrete work begins.
- iv. Liberty Fest takes place June 16th thru June 18th. All sidewalk and other work areas need to be accessible, free of temporary barricades, and safe for pedestrian use for this festival.
- v. Working hours were confirmed as 7AM to 7PM, seven days a week.

e. Quality Control

- i. SDA will be on site periodically to witness work.
- ii. Al's Asphalt is to coordinate with SDA so they can be on-site for inspection at critical points throughout the project. Specifically, SDA will need to witness milling and observe proof-rolls of the milled asphalt base, asphalt paving, completed crack sealing, and seal-coat operations.

f. Submittals

- i. Material submittals are to be submitted by Al's Asphalt to SDA for approval at least 1 week in advance of performing the related work item. Submittals for this project include:
 1. Pre-construction video
 2. (2) HMA Mixes
 3. Concrete Mix
 4. Crack Sealing Material

5. Seal Coat Material
6. Detectable Warning Strips

g. Testing Procedures

- i. Contractor will communicate with SDA for inspection. An SDA contact (Coordinate through Paul Tulikangas or Mark Balon) will be on site to witness proof rolls, verify aggregate base compaction, etc.

4. Job Site Provisions

- a. Traffic control is the contractor's responsibility, and will play a substantial roll in successful completion of this project.
- b. All asphalt and concrete full depth removals will be barricaded.
- c. Good communication and issuing of resident notifications will be critical to coordinate will all project parties and inform homeowners of work operations.
- d. PRRMA will update the website periodically to keep residents informed
- e. The same staging area used last year will be used this year. This area is on Summit Parkway, between the Summit on the Park building and the golf course. Equipment and/or materials may be temporarily staged in this location. Any restoration work to landscaping, sidewalk, or curb that results from staging operations will be the contract's responsibility.
- f. A porta-potty needs to be placed in the staging area by Al's Asphalt for workers use.
- g. Al's Asphalt will be responsible to all tree damage caused by construction operations.
- h. Al's Asphalt shall require its concrete subcontractor (likely BBC) to repair any damages to irrigation lines during concrete work operations the same day they occur.

5. Other project Considerations

- 1) Good conduct is required by all contractor and sub-contractor representatives. Safety vests are required.
- 2) Project safety is the sole responsibility of the Al's Asphalt.
- 3) Maintain cleanliness of all streets and sidewalk throughout the project. Street sweeping may be required.

Please contact me at your convenience if you have any questions or require any clarifications on our pre-construction meeting discussions.

Sincerely,

Paul Tulikangas, PE
Engineer

Mark Balon, PE
Project Manager