

# PRRMA

## **2020 Pavement Repair Project Pre-Construction Meeting Minutes Thursday, August 20, 2020, 3:00 PM**

### **Meeting Minutes:**

1. Project personnel introductions were made.
2. Project agreement in the form of a change order that extends the 2019 project agreement has been signed by all parties – Rob Wilson with Nagle Paving, Jake Ensley with Spalding DeDecker and Bill Serchak with Canton Township/PRRMA. Rob Wilson requested that an electronic copy of the signed change order be sent to them for their project records. Bill Serchak will forward a copy over to Rob as requested.
3. Project Scope
  - a. Proposed work will consist of mill and overlay of various roadway segments around the three subdivisions and Summit Parkway.
  - b. Additional concrete curb and structure repairs were also discussed.
    - i. One (1) drainage structure repair on Sandalwood Court has already been reviewed and priced by Nagle.
    - ii. Two (2) additional drainage structure repairs on Sandalwood Road were noted by Tim Kljun as needing repair as well. Rob Wilson will review these and provide an additional cost to repairs these for review.
    - iii. Rob Wilson noted a 20' section of curb within the mill and overlay limits on Summit Parkway that should be replaced due to an elevation difference. He will send photos and include this repair on his updated cost quote for additional work for review.
    - iv. Gelita Maxwell noted one section of curb that was brought to her attention by a resident within the Muirfield Drive mill and overlay repair limits. Based on photos, the curb appears to be holding water in the gutter line at the bottom of the driveway approach and replacement of a portion of the curb should be able to provide positive drainage flow. Rob will review in the field and provide a cost to repair this item on his additional work quote for review.
    - v. Rob will review these areas in the field and provide the additional scope cost quote for review and potential approval.
4. Project Schedule
  - a. Contractor's Anticipated Schedule and Project Phasing
    - i. Nagle would like to complete any concrete curb and structure repairs ahead of the mill and overlay work during the week of 8/31.
    - ii. Milling operations would then begin on Thursday 9/9 and would take roughly 3 to 4 days to complete. Paving would then follow and all work should be completed roughly 10 to 12 days following the initial start of milling.
    - iii. Nagle will provide notices to each affected resident prior to any work being done near their home.
  - b. PRRMA's Important Dates
    - i. No anticipated major events in the next upcoming months that will affect work.
  - c. Work Hours
    - i. Nagle's typical start time is 7am, and crew can sometimes work until 7pm, depending on the day.
    - ii. Nagle noted that they do typically work on Saturdays and would do so for this project unless otherwise restricted by the board.
  - d. Staging Area
    - i. Barricades and portable toilet can be temporarily stored near the Glengarry and Summit Parkway intersection within the median.

5. Project Payments – Nagle will likely submit one billing at the end of the project less 10% retainage due to the short duration of the project. Then once all punch list items are satisfied, they will follow up for the final 10% retainage amount.
6. Testing Services – Spalding DeDecker will engage a subconsultant for material testing services as necessary. Nagle Paving will coordinate with SDA on days when testing will be required.
7. Additional Project Administrative Items
  - a. Change order procedure was discussed. Any additional work shall be reviewed and approved by SDA and PRRMA prior to implementation of said work.
  - b. Material submittals/shop drawings: Nagle should submit material submittals to Spalding DeDecker for review and approval prior to the start of construction. Alternate MDOT 5E1 wearing course mix was discussed and SDA noted that this is an acceptable alternate mix from the original contract documents.
8. Project Safety.
  - a. OSHA Federal, State, etc., is the contractor's responsibility.
  - b. Safety of pedestrians is critical.
  - c. All accidents must be reported to the Owner at the time of occurrence. This includes anything involving injury to people or damage to property.
  - d. Traffic control devices are the responsibility of the Contractor to protect the site, work, pedestrians, and vehicles. Proper traffic control including fencing, barricades, caution tape, etc. must be placed at the perimeters of all work in progress, at all times, at the Contractor's expense. Nagle will also control traffic to prevent tack coat tracking to the best of their ability. Signage will be added to the major Glengarry and Summit routes to help provide clarity on traffic control, flaggers, etc.
  - e. Emergency vehicle access will always be provided.
9. Protection of Site, Building, Building Contents.
  - a. Contractor responsible for damages to site. Protect paving, site lighting, buildings, etc.
  - b. Contractor is not responsible for pre-existing conditions. Nagle is not responsible for damage to any unseen or unknown conditions.
  - c. Documentation of pre-existing conditions is recommended: photos, video, written statement, etc.
  - d. PRRMA will notify Rob Wilson with Nagle Paving of any sprinkler damage that needs to be addressed as part of the project. Sprinkler system repairs are included in the project cost as an incidental item, but is not anticipated due to the limited amount of concrete work in the project.
  - e. Trees within the right-of-way may need to be trimmed to allow for construction along the roadway. PRRMA may add this notice to the website. The mill and paving operations will need about 7' of clearance or so. Branches within the way of the milling or paving operations may need to be removed by the crews and this will be done in a manner to minimize effects to existing trees to remain.
  - f. Daily/Final cleanup of site.
10. Reviewed Scope of Work and Contract Documents.
11. Other Items
  - a. SDA will send repair maps to PRRMA for posting on the website.
  - b. Nagle requested a source of water for the milling operations and Bill Serchak noted that the Township should be able to provide a hydrant for this. Bill directed Nagle to fill out a hydrant rental form for this.

**End of Minutes**