

**CITY OF CALHOUN
PRE-CONSTRUCTION CONFERENCE
700 WEST LINE STREET
CONFERENCE ROOM
CALHOUN, GA
JANUARY 16, 2007, 2:00 P.M.**


MINUTES

**PRESENT: Mark Brooks, Vice President, BRI Utility Construction Inc.
Mike Smith, Project Manager, BRI Utility Construction Inc.
Jerry Crawford, Director of Utilities, City of Calhoun
David Burnett, Engineer, City of Calhoun
Brandon Cook, Engineering, City of Calhoun
Jimmy Stewart, Inspection Division, City of Calhoun
Cathy Harrison, City of Calhoun**

1. The two projects for the pre-construction hearing include:
 - a. The Miller Ferry Force Main and Pump Station at an estimated cost of \$429,361.80 with a contract period of 120 days, to be completed by May 28, 2007.
 - b. The New Zion Sewer Extension Project at an estimated cost of \$176,200.30 with an estimated project period of 90 days, to be completed by April 28, 2007.
2. David Burnett, City Engineer distributed contracts and plans to the contractor for both projects. He stated he would cover a few items that would apply to each contract and then he would address any individual contract or project items.
3. David Burnett stated in terms of the pay request, he would ask for a cut off date of the 25th of the month. The pay request and verification of quantities need to be coordinated with Brandon Cook or his assistant, Jimmy Stewart. He stated following verification, the submittal of the actual pay request will be reviewed by the City Engineer and forwarded to Jerry Crawford for his review and approval. After the request is approved, it will be forwarded to the finance department at City Hall for processing.
4. Mr. Burnett stated the first contract payment will be a little slower until the process is perfected. Harrison stated since there were no Grants or special funds other than a pay request submission to the banks funding the projects for the developers, the first one will take approximately three weeks. However, the following requests may be reduced to approximately ten days.
5. In response to a question regarding the payment form to submit, David Burnett stated the City has no preference any standard form will be sufficient.
6. Mr. Burnett stated in reference to the second item, the contractor would need to make sure all change orders are approved by the City in writing, since they must be approved by the Mayor and Council prior to any work being done, in reference to change orders.
7. In reference to erosion control and permitting, David Burnett and Jerry Crawford stated the City will be handling the NOI's and sampling will be included.

8. Mr. Burnett stated the City Engineering department can provide survey control, stake outs and bench marks as needed by the contractor.
9. Jerry Crawford reminded the contractor, that developers will be doing construction that will be associated with the projects; therefore, they must remain on a schedule and be timely in completion of the projects in order to meet the deadlines for the developers. The City will aid the contractor in any way to help them remain on schedule.
10. Mr. Burnett stated in reference to the Millers Ferry Project, the bids had called for white pipe for the force main, however, since that time the City has changed its specifications, and now require green pipe. The contractor stated there was a slight difference in cost, approximately 8¢ per foot. However, Jerry Crawford stated if the green pipe is used the City will not require the wording of “force main” to be stamped on the pipe. The contractors stated they might be able to do a trade off based on the ability to be released from the wording being stamped on the pipe. He stated he would check with his supplier, E & E and respond.
11. Mr. Burnett stated the utility permit easement for the line and pump station has been procured. He stated there would be a 24 hour notice to residents or businesses if driveways are to be closed. The contractor asked if a locate wire and tape is required on line work. Confirmed by David Burnett, that both are required.
12. Mr. Burnett stated in reference to the New Zion Sewer Project, the easement from Shaw Industries has shifted north about 95 feet closer to their property line. The new profile will be completed and forwarded to the contractor. Draft copies were provided at the meeting. Mark Brooks confirmed with Jerry Crawford and David Burnett that the bid did call for 3 foot of cover on the force main. Jerry Crawford stated that was the City’s specifications at that time, however, the City is in the process of being changing. The project will remain with 3 foot of cover for this project.
13. Brandon Cook stated he would ask the contractor to make sure he is available to inspect any lines before back filling. He is accessible by cell phone if he is not in the immediate area. The contractor did confirm a generator is required for the Millers Ferry Project and a Homa Pump with 1,760 RPM’s would be required. The generator would be a Cummins diesel. David Burnett stated if there are any questions regarding the gravity sewer, the pipe or manhole covers, he would be available. He stated most of those are specified under the bid documents. The contractor stated they will start the project on January 29, 2007 and they will send their product submittals as soon as in order to be ready for that start date.
14. The meeting was adjourned at approximately 2:50 p.m.

Submitted:


Cathy Harrison, City Administrator

Approved:


David Burnett