

**CITY OF CALHOUN
PRE-CONSTRUCTION MEETING
PINE CHAPEL ROAD 12" WATER
TRANSMISSION MAIN PROJECT
ANNEX CONFERENCE ROOM
700 W. LINE STREET
CALHOUN, GA
APRIL 13, 2006, 2:00 P.M.**

MINUTES

**PRESENT: Jerry Crawford, Director of Water and Sewer, City of Calhoun
David Burnett, Engineer, City of Calhoun
Brandon M. Cook, Inspection, City of Calhoun
Kenneth Logan, Water Construction Superintendent, City of Calhoun
Cathy Harrison, City Administrator, City of Calhoun**

**ALSO: Keith Ellis, Ellis Contracting, Inc.
Derek Ellis, Ellis Contracting, Inc.**


1. The construction meeting was opened with introductions by those present.
2. David Burnett, City Engineer inquired who the superintendent would be for the project. Keith Ellis stated that Derek Ellis would serve as the superintendent.
3. David Burnett stated Brandon Cook would head the inspection team for the City of Calhoun. He stated the City of Calhoun would be acquiring the storm water permit and would be providing the sampling, therefore the contractor is urged to work as closely as possible to the plans regarding erosion control and any deviations must be approved by Brandon Cook.
4. Keith Ellis stated the project would start on the 24th. Jerry Crawford, Director of Water and Sewer stated it is most important that the schedule be maintained and the project be completed by the contract date of September 20, 2006.
5. In reference of pay request, Administrator Harrison stated a unified cut off date for pay requests would be helpful. It was determined that the 25th would be an appropriate date for the cut off. Work performed during the current period would be verified by both parties with the resulting pay request submitted to the City for approval by the inspector and City Engineer. The request would then be submitted to the City Administrator for processing the payment. Harrison stated the first draw request would take approximately 15 days. However, subsequent draw request should be handled within a ten day period.
6. David Burnett and Jerry Crawford reviewed the tie in's that will be a part of the project including those on Love Bridge Road, Red Bud Road, Owens and Moss Road and Pine Chapel.

7. Harrison asked if City Hall could be notified when the water is out of service, related to the tie in's, in order for the customer service department to be able to respond properly to all calls.
8. David Burnett stated the river bank area must be restored to its current state with similar, natural vegetation being replanted once the project is complete in that area.
9. Jerry Crawford stated the City will replace any service lines or mains that are accidentally placed out of service during the construction period.
10. Keith Ellis inquired about the 40 hours for the inspector per week and asked for clarification. Jerry Crawford stated they will work with the contractor regarding inspection. However, they will require additional compensation if the contractor waits until the end of the job and if the contractor has extremely long work weeks in order to make the completion deadline.
11. In reference to clean up, Keith Ellis stated his crew will clean up along the way, so that it is not left totally for the end of the job.
12. In reference to a question regarding pipe for the job, Jerry Crawford stated the pipe and accessories have been received and is on the City yard. They are properly marked and piping and fittings will be checked out at the shop through the Shop Manager, Terry Harbin. His telephone number is (706) 629-4750.
13. Brandon Cook acknowledged that he would be in Fort Gordon for approximately three weeks as the project begins and Todd Langford will serve as the Chief inspector until he returns from the National Guard Service.
14. David Burnett inquired if there were any additional questions or areas of concern by the contractor. There were none and the Pre-Construction Meeting was finalized at 2:30 p.m.

Approved:


David Burnett, Engineer

Submitted:


Cathy Harrison, City Administrator