

SEPTEMBER 3, 1992 10:00 A.M.

CONSTRUCTION CONFERENCE
3MG WATER TANK - BOONE FORD
ROAD (ANTIOCH TANK) AND
WATER LINE EXTENSION
CONFERENCE ROOM
WEST LINE STREET

PRESENT: JERRY CRAWFORD AND JOHN SWEITZER, SWEITZER
ENGINEERING
JOE GASKIN, RONNIE SUDDERTH, BRIAN A. FISHER,
JOHN A. FISHER, AND MARK LOCKWOOD, CONTRACTORS
AND SUBCONTRACTORS


ALSO: KELLY CORNWELL, DIRECTOR UTILITIES/PUBLIC WORKS
CATHY HARRISON, CITY ADMINISTRATOR

1. John Sweitzer opened the meeting, followed by introductions.
2. Sweitzer stated Jerry Crawford would be the engineering representative in the field. His primary role will be to make sure that work is according to specifications. He will not be in a decision making role in the field, that is the contractor's role. He will merely be there to make sure the work is performed according to the specifications.
3. The owner, City of Calhoun, will be the ultimate decision maker. The owner is responsible for obtaining permits for erosion control, (permit was previously obtained and copies were distributed to each one present).
4. Sweitzer reminded the group that the project will be funded by Georgia Environmental Facilities Authority or (GEFA). GEFA will send an inspector at least monthly. He will be concerned about job safety, and he coordinates efforts with OSHA. He will also be concerned with erosion control, traffic and cleanup.
5. In reference to burning on the site, a permit will be required and can be obtained through the forestry service.
6. The general contractor will be responsible for supervision of subcontractors on earth work. General contractor stated that while he and his men will not specifically be on the job during the initial phases, however he will be available through cellular phones, and no problem should arise which can not be handled within a two hour time frame. Sweitzer reminded the group that his firm will not get in the role of being a decision maker between the subcontractors and general contractors. This will primarily be the function of the general contractor.
7. Lockwood with Pruett Construction asked if once clearing is completed, will he and his company have three days to get in and get pipe installed. The subcontractor for the ground work stated that will work with the pipeline crew.
8. Jerry Crawford stated that once grading is finished, Advanced Tank will need to continue with erosion control until the project is complete. Cornwell made a statement that grassing as soon as possible would aid in erosion control, as well as other measures.
9. The subcontractor stated that once they have grading ready, gassing should be in place by the time Advance Tank comes in for their work.

10. Advance Tank stated they had received their notice to proceed for September 10, 1992. The subcontractor will move in for clearing on September 10 or 11.
11. Jerry Crawford will follow up on the road permit needed for the pipeline.
12. Notice to proceed may be issued to Pruett Construction Company, now in order for the 20 inch line to be installed, 16 inch line will wait on easements to be obtained as long as consideration is given on the notice to proceed regarding completion dates.
13. Cornwell will assist in obtaining an official waiver from the County regarding open cuts to the road.
14. Discussion followed regarding schedule, schedule of values, and draw schedule. Advance Tank had schedules prepared, and copies were distributed to those present.
15. Sweitzer stated draws would be monthly and encouraged contractors to pick an ending date at which time they will review the work with Jerry Crawford, and submit the pay request to Sweitzer for his review at which time he will submit to the City for its review and forwarding to GEFA. Since two contractors will be involved in this job, one on the pipeline and one on the tank work, he suggested that pay request be coordinated in order to assure that GEFA receives a maximum of one draw request per month from the City.
16. Contractors and subcontractors were distributed additional copies of the plans.
17. Following discussion of work hours, Sweitzer encouraged both the pipeline crew and the tank contractor to submit any changes in their work schedules which would call for weekend work, and asked that they be notified in plenty of time in order to have an inspector available for the job. The tank company stated they would work four days a week, ten hour days. The painting for the tank is extremely weather intensive, and a schedule is not possible. Contractor will work with the engineer regarding the time schedule when necessary.
18. Harrison and the contractors discussed submission of payrolls with invoices, and asked that each provide the name of an office contact for any discrepancies that may be found.
19. In reference to the area being marked, Sweitzer explained that the surveyor Freeman and Lambert, had staked the corners, and bench marks are in the area. A copy of the plat will be available. In reference to use of an old power line road for immediate access to the area, Cornwell advised them to contact Tim West of the Jasper, Georgia office with Inland Rome. Sweitzer reminded the group that any pins which are knocked down must be replaced.
20. In reference to the easements, Cornwell stated they were standard easements with normal stipulations, gassing and land back to its original shape required. He stated there may be some trees in one area to take down.
21. Sweitzer reminded the group that coordination of the work, erosion control problems and etc. are the items which create calls from the public to the elected officials, and asked for everyone to work together in these matters.
22. Subcontractor stated he would be using Basic Concrete, a local distributor, for their concrete needs. Crawford advised the contractors to discuss with the suppliers regarding the size of rip rap that was needed.

23. Sweitzer reminded all contractors and subcontractors that specification plans need to be on the job site.
24. Sweitzer reminded the contractors that they should post labor posters and safety posters on the site, as these would be checked by the GEFA inspector.
25. There was discussion regarding the new law pertaining to interest on retainage with an effective date of July 1, 1992. Harrison stated that she was not aware of the effective date and that if cities were required to pay interest on retainage, the City would meet the requirements of the law.
26. Meeting was adjourned.

Submitted:



Cathy Harrison
City Administrator