

DECEMBER 8, 1994

2:00 P.M.

PRE-CONSTRUCTION HEARING  
CONFERENCE ROOM  
700 WEST LINE STREET

PRESENT: WYNNE GRUBBS, JR., PIEDMONT OLSEN HENSLEY  
JOE GASKIN, PIEDMONT OLSEN HENSLEY  
KELLY CORNWELL, DIRECTOR UTILITIES/PUBLIC  
WORKS  
CARLTON ROGERS, WASTE WATER PLANT  
SUPERINTENDENT  
CATHY HARRISON, CITY ADMINSTRATOR  
DAVE RANEY, DEPT. OF NATURAL RESOURCES (EPD)  
J.M. BROOME, JR., SOUTHERN CHAMPION CONST. CO.  
RAY EAST, SOUTHERN CHAMPION CONST. CO.

1. Wynne Grubbs welcomed everyone to the construction conference, and expressed his appreciation for their attendance. Wynne Grubbs stated that he would serve as the person to perform a file review, and approval of pay requests, however, Joe Gaskin of Piedmont Olsen Hensley would be serving as the construction manager, and would handle the day to day administrative efforts of the project.
2. Joe Gaskin stated a summary will be distributed to all parties regarding the project. He stated the flow of communications should be from the contractor to the engineer to the City.
3. Mr. Gaskin reminded the contractor and his subs, that the City's main priority would be to have continued operation of the plant during the construction phase.
4. He stated Southern Champion Construction, Inc. would be required to provide continual cleanup during the construction, and to be in charge of safety at the construction site.
5. Dave Raney stated that he was representing the funding agent which was Georgia Environmental Facilities Authority and EPD, which reviews all projects for GEFA prior to approval for payment. He stated he planned to review the site at least monthly, that he would look at side issues, such as safety and environmental regulations, specifically erosion. He stated that a permit would be required, and the City would be issuing the permit. Mr. Raney stated the loan draws were referred from GEFA to EPD to review, however, there would be no payment on equipment stored off site. The retainage would be 10% and would drop to 5% when the project was half completed. The final release would be following the final inspection, and a letter would be required form the owner and from the engineering firm prior to release of the final funds. Mr. Raney stated that loan draws would be forwarded to Pat Coleman at his office. The final operation inspection would be handled by Cheryl Smith. He stated on this project, no payroll records would be required since no federal funding is involved.
6. Joe Gaskin stated there was a possibility that the City would be moving forward with a considerable plant expansion, and it is possible that there would be other contractors on the site toward the end of this project. He asked that the project move along as swiftly as possible, in order to prevent this if possible.
7. The notice to proceed will be issued at the first of the week of December 12, 1994, as soon as the City Attorney completes the review and signs the contracts. The construction period is 210 days, and Southern Champion asked that the City be aware of almost a week of holidays since the project will begin prior to January.

8. Joe Gaskin stated there was a liquidated damages clause in the contract, and he asked if there was a delay anticipated by the contractor, he asked that the City be notified as soon as possible through their engineers.
9. Partial payments will be processed on forms as is in the industry at this time, however, the engineers will review the format. There will be a total of seven copies of the partial payments that will be needed. The 25th will be used as a cut off date for review of the proposed partial payment by the contractor and the on site engineering construction manager. These will then be forwarded to Wynne Grubbs for review with a copy being mailed simultaneously to Dave Raney, in order for EPD review to begin at the same time. Copies will be mailed to the City for their review and signatures, and forwarding on to GEFA for payment. The contractor was asked to file a schedule of payments, and bar charts as promptly as possible.
10. The City reserves the right to approve the subcontractors, and the contractor was asked to submit a list as quickly as possible.
11. Change orders will be handled as outlined in the contract documents, with EPD reviewing all change orders.
12. Southern Champion is responsible for the field office and for safety on the site. The contractor is required to meet all state, federal and local regulations with a posting of all signs and posters as is required by federal, state and local agencies. Copies of the plans and specs should be on site, and site drawings will also be filed at Kelly Cornwell's office.
13. The Operation and Maintenance Manual shall be sent to Piedmont Olsen Hensley per the check list, and a draft should be in by the time the job is 50% complete with the final manuals being in when the job is 85% complete. Joe Gaskin asked that drawings on any changes be made and marked up, and kept up to date continually with the reviewer for the Piedmont Olsen Hensley Firm.
14. Joe Gaskin stated that at the end of the contract a final affidavit regarding labor and materials being paid to date will need to be signed and notarized by the contractor, and submitted with their final pay request.
15. Joe Gaskin asked for progress meetings at least once a month, with a date being set as the last Thursday of each month.
16. Mr. Gaskin stated the contractor would be responsible for the storage and protection of materials for the job.
17. Mr. Gaskin stated the contractor has requested GEO Hydro Engineers out of Rome, Georgia as the group to test the soil and concrete for the project. He stated he had no objections to the company, however, payment to the engineering firm would need to be made through the contractor.
18. The City will pre-purchase the dryer, and the Southern Champion contract will unload.
19. Mr. Gaskin stated the lay out of the drains, conduits, and size of the pads would be needed as soon as possible in order for the pad to be ready so that there can be a horizontal move when the dryer is received. The dryer is expected in approximately 180 days from the notice to proceed.
20. In reference to the engineering field office, a decision will need to be made on the location.
21. The contractors stated there would be a necessity of some weekend work, and Mr. Gaskin asked that all of this be

coordinated with Carlton Rogers, in order for his employees to continue to operate the plant during the construction phase.

22. Mr. Gaskin asked that the electrical contractor for Southern Champion work with Larry Vickery to coordinate the needs, such as pad mounts transformers and other things which would be needed early on.
23. Dave Raney asked that a copy of the land disturbent permit be forwarded to him, and a copy be sent to the City for their loan files.
24. The meeting was adjourned.

Submitted:



Cathy Harrison, City Administrator

