

MAY 1, 1992

10:30 A.M.

PRECONSTRUCTION CONFERENCE
WEST LINE STREET
SEWER INTERCEPTOR PROJECT

PRESENT: ENGINEERING - WYNNE GRUBBS, GARRY GANN,
 PIEDMONT, OLSEN, HENSLEY
 EPD - DAVE RAMEY; DOT - ED CORN; CONTRACTOR -
 JOHN D. STEPHENS, INC., SAMMY JACKSON, FRANK
 SHEPHERD, JAMES CAHELA, MANAGER ON SITE

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

1. Gary Gann, Engineering Project Manager opened the meeting. He stated Piedmont, Olsen, Hensley would be doing part time inspections and reviewing pay requests.
2. Owner - City of Calhoun will be responsible for field inspection and will coordinate with contractor.
3. Contractor is responsible for completing the project on time, safety and clean up.
4. Other agencies, DOT and EPD will be involved in the project.
5. Project start date is May 1, 1992 with 270 days to complete, January 26, 1993. The contract calls for liquidated damages of \$500.00 per day, each calendar day. Any request for extension time should first go to engineer, documentation will be required.
6. Pay requests should be submitted monthly, six copies with original signatures, to engineer. The requests go to engineer project manager by the 20th. Requests then go to City, then to SRF. Requests can include pay for materials on site. There will be a 10% retainage, but after 50% completion of project, contractor may ask for a retainage reduction to 5%.
7. A schedule and estimate of pay requests should be submitted immediately, revisions may be applied for if needed.
8. Sub contractors must be bound to John D. Stephens, Inc. in the same manner John D. Stephens, Inc. is bound to the City. Presently there is one subcontractor, H. Farner, a WBE firm.
9. Change orders must be processed through appropriate channels.
10. Additional surveys are at the time and expense of contractor.
11. Safety is the total responsibility of the contractor, John D. Stephens, Inc. The local health codes, labor laws must be observed and conformed to as per the contract.
12. The owner, City of Calhoun has obtained right-of-way easements; Dot permits and EPD permits.
13. Contractor to furnish list fabricated products, shop drawings must be approved.
14. Contractor must furnish affidavit of completion, no outstanding liens or material, prior to final draw.
15. Contractor/Engineer to prepare drawings "as built" prior to final payment.
16. Contractor has been given six plans, three copies of specification. Request for one additional copy.
17. DOT - Ed Corn stated the engineering part time inspection will

need to make sure road crossings are proper. He stated there should be a minimum of thirty feet from edge of pavement for stock piled materials and parked equipment. Three signs regarding construction should be spaced 500 feet apart. There should be intervals on road crossings.

DOT should be notified of any changes once work has started. DOT will need to know a contact person and phone number for after hours, week-ends and holidays. (These to be supplied when local office is set up.)

18. EPD - Dave Ramey - Davis-Bacon payrolls required to be supplied to the City. City asked these to be submitted monthly with pay requests. These notices on wages, OSHA and etc. should be posted on job site - will be checked.

In terms of erosion control, the approved erosion plan should be at the site for Ramey to review periodically. (POH to supply additional copies)

The new semi-skilled laborers' regulations will apply, Ramey to send contractor a copy.

Safety - EPD has not had any problems in past with John D. Stephens, Inc. Should anything develop, Ramey will inform contractor, if not addressed will notify OSHA.

City/Engineer to complete Appendix "C" in order for funds to be available for draw requests.

City to monitor EEO quarterly reporting by contractor.

Ramey stated he reviews quality as well as quantity, and will withhold funds if quality is not appropriate. Change orders must be approved by EPD, no payment until such submittal is made.

Release of lien required prior to final draw.

Ramey provides inspections a minimum of once a month, however, due to extensive traveling, he may come more often, and will call Gary Gann prior to arrival.

19. John D. Stephens, Inc. stated Kathy Porter would be the person to be contacted at 404-972-8000 for any questions on payroll submissions.

Pipeline work to begin June 1, 1992, prior to that time will be doing clearing, drilling, and tunneling on site.

Construction trailer to be located at Sewer Plant, materials stored off Kirby Road on City property.

Contractor requested name and telephone numbers of easement owners and copy of tie-in drawings at the sewer plant.

20. Meeting adjourned at 11:40 A.M.

Carolee Herring, City Admin/Clerk