

JANUARY 17, 1990 9:00 A.M. PRE-CONSTRUCTION CONFERENCE FOR SOUTH RIVER STREET WATER TRANSMISSION PROJECT AT CITY SUPERINTENDENT'S OFFICE ON WEST LINE STREET, CALHOUN, GEORGIA

Present: Project Engineers, John Sweitzer, Roger O. Ellis and Roger E. Kiser of Sweitzer and Peoples, Inc.; Dept. of Natural Resources, GEFA, Charles R. Ogletree; C & S Construction, Contractor, Bruce Shuler; City Supt., James W. Hobgood; Water/Sewer Construction, Dan Shuler and James Cole; City Engineering, Steve Slayton and Pete Reese; Street Dept., Dean Harris; City Clerk-Treasurer, Cathy Harrison

1. Project Engineer, John Sweitzer, called the meeting to order and stated the purpose of the meeting was to make sure everyone understood their role and to review payment procedures since the project is funded by ARC, Department of Natural Resources and GEFA, "Set Aside".
2. Sweitzer explained he and his staff represent the owner, City of Calhoun. He stated Roger Ellis designed the project and would be available in the Atlanta office or in the field if needed.
3. Sweitzer explained the City would have final aproval on pay estimates and change orders.
4. Engineer Sweitzer stated Farmers Home Administration would be the agent for ARC (Appalachian Regional Commission). Monthly pay request will be submitted by Shuler through Roger Ellis, then to Sweitzer, then to the City, then to GEFA, Dept. of Natural Resources and ARC.
5. Engineer Sweitzer stated the contractor, Shuler, would be required to submit four originals of pay requests and forms for stored materials.
6. Engineer Sweitzer stated Appendix "C" regarding time schedules and schedules of draws must be completed prior to any draws.
7. Engineer Sweitzer discussed time extension procedures per the general contract.
8. Contractor Shuler stated he had procured a stored materials site near the railroad and project area.
9. Contractor Shuler stated he might possibly need one sub-contractor for the bore. Engineer Sweitzer explained any sub-contractor would be required to follow the same rules and guidelines as the contractor.
10. Engineer Sweitzer stated the contractor must post labor signs, preferably at the site where employees report for work.
11. Engineer Sweitzer reviewed change order formulas. He stated on initial changes, field orders will be issued first.
12. Engineer Sweitzer stated staking was the responsibility of the contractor, Shuler.
13. Engineer Sweitzer stated the inspector on the project would maintain a diary.
14. Engineer Sweitzer explained the project would fall under OSHA regulations and the contractor would be required to comply and should post the proper signs.
15. Engineer Sweitzer and Supt. Hobgood reviewed the street and traffic involved in the project. The contractor will need to be aware of his responsibility regarding barracades, flagmen and etc. The City does not have DOT permit as of January 17, 1990, but it should be received at any time.
16. The supervisor on the job for the contractor is to be the owner and contractor, Bruce Shuler.

17. Engineer Sweitzer stated no open trenches would be allowed at night unless the City approves.
18. Engineer Sweitzer, Superintendent Hobgood and contractor Shuler discussed flushing debris out of the line. Difficult, therefore the inspector will be particular about keeping the line clean as the work progresses. After clean will pump chlorine water in - run slow to get air out, 24 hour retention.
19. Engineer Sweitzer and Superintendent Hobgood stated the City will pay for any crushed stone needed due to additional bedding or backfield for pipe to lay on. City to be notified of these circumstances, will need to count trucks, if trench to be backfield with stone.
20. Engineer Sweitzer stated in reference to paving, the contractor should use stone or "cold mix" temporarily to allow settling - then use permanent paving. Contractor stated he would use 24" roller or hand tamp. A common sense approach to be used on testing, with inspector and contractor working together.
21. Superintendent Hobgood stated the project needed all departments working together.
22. Mr. Ogletree stated Jose Ramon will be the State and GEFA inspector. He will be at site once or twice per month. He will look basically at the location, placement, and end result. The contractor was asked to work with Mr. Ramon at the job site before he (Ramon) leaves.
23. Mr. Ogletree stated EPD (Ga. Natural Resources) would pay 50% of the grant when the project was 50% complete. The payment should be applied to the next draw.
24. Engineer Sweitzer stated change orders will be approved if within the scope of the project, if not, the contract would need to be amended.
25. Superintendent Hobgood stated the City will be responsible for relocating water/sewer lines in any unforeseen circumstances. Contractor asked to work ahead to be aware of the area.
26. Meeting adjourned.


(Mrs.) Cathy Harrison