

OCTOBER 29, 1990

2:30 P.M.

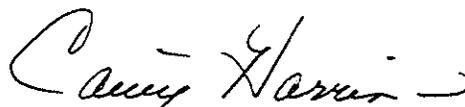
PRE-CONSTRUCTION CONFERENCE  
AT DIRECTOR OF UTILITIES'  
OFFICE ON WEST LINE STREET

PRESENT: CITY OF CALHOUN - KELLY CORNWELL, DIRECTOR  
UTILITIES/PUBLIC WORKS  
CATHY HARRISON, CITY ADMINISTRATOR  
SWEITZER & PEOPLES, INC.  
ENGINEERS - JOHN SWEITZER  
JERRY W. CRAWFORD  
ROGER ELLIS  
GEORGIA EPD - JOSE' REMON  
MIKE RICH GRADING - MIKE RICH  
CROM CORP. - GERALD C. BEVIS

1. John Sweitzer of Sweitzer & Peoples Engineering, Inc. introduced and welcomed everyone. He stated the purpose of the meeting.
2. Sweitzer stated the Engineering Firm of Sweitzer & Peoples, Inc. would assist the City in the traditional role, approve payments, monitor work, making sure the contract work is being performed.
3. The City of Calhoun is the project owner and is responsible for paying the bills following approval. The project is partially funded by a GEFA Loan, therefore EPD will be doing a monthly inspection, and approving payments.
4. Site Safety is the responsibility of the contractor. EPA on behalf of GEFA will be monitoring OSHA requirements and erosion control.
5. Sweitzer will prepare Erosion Control Permit for the City. Roger Ellis will be available at the office and Jerry Crawford will be doing field inspection at this time.
6. The Notice to Proceed for CROM and Underground Utilities were both issued on October 29, 1990. CROM has eleven months completion time, 335 days beginning October 29, 1990. Liquidating damages calls for \$300.00 per day as per the contract. If an extension of time is needed, (should be in writing), would need to be approved by Sweitzer, City and GEFA.
7. Payments will be on a monthly cycle. Payment forms distributed by Sweitzer (or an approved form similar) will be used. Invoices are required. Stored materials on site are eligible for payment consideration. Pay request should be reviewed with field representative at the end of the month, or first of the following month then submitted to Sweitzer. He approves, forwards to City. City approves, forwards to GEFA. GEFA approves, sends payment to City. City pays contractor by 20th of month normally, unless there are delays in the process. It is important that quantities are reviewed with field representative prior to submission to Sweitzer in order to avoid delays.
8. The City will retain 10% until project is 50% complete. There will be no retainage on last half, therefore a total of 5% of the project will be held at the end until project is closed.
9. Engineer will use common sense approach for change orders. Minor items can be changed by field orders, major items will require a formal change order to be approved by Sweitzer, GEFA and the City.
10. If materials are stored, City and Engineer must know location.

11. Sweitzer and City must have a schedule of work with values prior to processing the first pay request.
12. Preliminary schedule for CROM being, December 1, 1990 site preparation; April 1, 1991 start tank work; June 17, 1991 tank work complete; July 8, 1991, final grassing.
13. Painting of the tank was a \$9500.00 deductible - if City desires painting, contractor must know by middle of project.
14. Grading contractor will mobilize on November 1, 1990. Work should be coordinated with pipe installer in order for grassing to be done one time if possible. Road will have 4" Crush Stone now, 2" later.
15. City has asked CROM to use a testing lab of their choosing. ATEC did boring for City.
16. Sweitzer asked Contractor CROM, to get submittals in quickly for pipe, headwalls, gravel, culvert pipe (from maker) for his approval. Other submittals need to be ready prior to April 1, 1991.
17. Remon stated that he would review labor requirements. Davis - Bacon Act would apply. Posters indicating pay scale will be checked.
18. Harrison stated that payrolls would need to be submitted monthly along with pay requests.
19. Contractor and Sub-contractor gave telephone numbers where they could be reached 24 hours per day.
20. Remon stated Appendix "C" items would need to be forwarded to GEFA prior to any pay requests being approved.
21. CROM asked that power to project area be in before April, 1991. Need 100 Amp., 110 or 220 single phase.
22. Conference adjourned.

Submitted:



Cathy Harrison, City Administrator  
Clerk/Treasurer