

PRE-CONSTRUCTION MEETING
 Location: Conover town hall
 Time: 2:00 PM Date: July 16, 2015



Project ID 9898-00-70
 GWHTS FOUNDATION CONOVER TRAIL
 Town of Conover

MEETING ATTENDEES

	<u>Name</u>	<u>Email Address and Phone Number</u>
1.	Jim Bollmann	jibollmann@msa-ps.com 715-482-5240
2.	Bill ANDRUS	bandrus@MSA-PS.com 715 482-5233
3.	Jon SIMONSEN	JONATHAN. SIMONSEN@WISCONSIN.GOV ⁽⁷¹⁵⁾ 365-8916
4.	MIKE ROBILIARD	MICHAEL ROBILIARD@ATT.NET 920-312-8937
5.	Gary Meister	garymeister@gmail.com 715-891-8313
6.	JAMES Hedberg	deputyzonejim@gmail.com 715-628-1838
7.	GEORGE LURVEY	glurvey@pittikandwick.com 715-891-0233
8.	Jacobklessig	jklessig@pittikandwick.com 715-891-5464
9.	JEFF CURRIE	GHTRAILS@GMAIL.COM 715-617-0080
10.	ANN CURRIE	ghtrails@gmail.com 715/617-0080
11.	Evelyn Weyker	esweyker@wisconsinpublicservice.com ^{(715) 369-7169}
12.	John Knapp	John John.Knapp@clearengineering.com 715-892-4343
13.		
14.		
15.		
16.		
17.		
18.		

PRE-CONSTRUCTION CONFERENCE AGENDA GWHTS FOUNDATION CONOVER TRAIL

Project I.D.: 9898-00-70	DOT Project I.D.: 9898-00-70
Town of Conover	GWHTS FOUNDATION CONOVER TRAIL
County: Vilas	

ATTENDEES – See the sign-up sheet for names and contact information.

Notes in Red

Contractor: Pitlik and Wick.

Contract Execution Date: 7/2/15

Contract Amount: Base Bid Amount =	\$922,296.43
Accept Bid Alternate 26A – 3” Trail Bond Surface =	(\$30,690.00)
	\$891,606.43

Contract Time: : The Work will be substantially completed on or before September 15, 2015 and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before September 30, 2015.

Type of Work: New Trail Construction

Conference Held At: Town Hall, Conover, WI
Date: July 16, 2015

GENERAL DISCUSSION: Discussed

- There is a sign-up sheet circulating. Indicate if you want a copy of the minutes. Keep it moving and we will make copies.
- We have extra copies of the plan and proposal for reference, but if they are not needed after this meeting, please leave them here.
- Self-introduction of all attendees.
- Discuss the chain of command for the contractor and the DOT on the project. Also, discuss how conflicts are to be resolved, and the time line to do so. Contractor to work with Jim and Bill to resolve issues. **Contacts should be to MSA first and then to DAAR, Town and GHT1**
- Job safety is of prime importance for both the contractor and DOT. Anyone not following common safety procedures or not following established safety policy should be notified and if necessary, all proper steps will be taken to ensure safety - in all project aspects.

PROSECUTION AND PROGRESS: Discussed

General:

- There will be times when the contractor(s) will be working without oversight. It is essential each party know the needs and expectations of the other.
- Discussion:
 - Proposed schedule:
 - Proposed start date: TBD
 - Anticipated completion date: September 15, 2015
 - Anticipated hours of work:
 - Special contract schedule requirements:
 - Proposed start work notice date:
 - Weekly coordination meeting time:

Project Overview: Discussed

- A. The project consists of approximately 3.1 miles of new multi-use trail proposed from CTH K (in the Town of Conover) to Muskrat Creek Road (located approximately two miles east of USH 45).
- B. Work for the project includes clearing & grubbing, excavation, granular borrow, two pre-fabricated bridges, culvert pipe, grading, asphaltic surface, crushed aggregate base, aggregate surface, trail signage, and restoration of all disturbed areas.
- C. Asphaltic Surface Path. Work includes the construction of approximately 1,600 feet of ten-foot wide asphalt bike path with two-foot wide gravel shoulders from the existing rail corridor adjacent to USH 45 east to the Conover Community Park.
- D. Limestone Surface Path. Work includes the construction of approximately 2.8 miles of ten-foot wide Limestone surface bike path with two-foot wide shoulders. Trail Bond™ and MIDOT 23A Modified aggregate surfaces may be considered as allowable substitutes for limestone using alternate bid items.
- E. Prefabricated Single Span Steel Trail Bridges. Work includes the design-build construction of two each; 12-foot wide, single span, reinforced concrete abutments, prefabricated steel trail bridges, including railings. The bridges will be 75 feet and 70 feet long respectively.
- F. Culvert Pipe. Work includes the installation of 62 lineal feet of 142" x 91" Pipe Arch Aluminized CMP and approximately 100 lineal feet of 15 and 24 inch HDPE culvert pipe.

PROJECT PERSONNEL:

Contractor's Superintendent:
George Lurvey

Office Phone Number 715-479-7488
Cell Phone Number: 715-891-0221
FAX Number:
Email: glurvey@pitlikandwick.com

Town of Conover
Geoge Champeny

Office Phone Number: 715-891-1520
Cell Phone Number:
FAX Number:
Email: conoverchair@gmail.com

Project Manager:
MSA Professional Services
Jim Bollmann

Office Phone Number: 715-362-3244
Cell Phone Number: 715-482-5240
FAX Number: 715-362-4116
Email: jbollmann@msa-ps.com

Project Representative:
Bill Andrus
(MSA Professional Services)

Office Phone Number: (715) 362-3244
Cell Phone Number: (715) 482-5233
FAX Number: (715) 362-4116
Email: billa@msa-ps.com

DAAR Engineering:
John Knapp

Office Phone Number: (920) 249-0170
Cell Phone Number: (715) 892-4343
FAX Number:
Email: john.knapp@daarcorp.com

GHT:
Jeff and Ann Currie

Phone Number: (715) 617-0080
FAX Number:
Email: ghtrails@gmail.com

Vilas County:
Dale Mayo

Phone Number: (715) 479-5160
FAX Number:
Email: damayo@co.vilas.wi.us

UTILITIES:

1. Utilities. All known existing utilities in the area of the proposed project have been contacted to review the design of the proposed project and identify any potential conflicts. All known utility contact information is located on the title sheet of the plan set.
2. Relocation and Protection. The Contractor shall coordinate the relocation of all utilities as necessary to perform and complete construction. The Contractor shall take measures to protect all utilities. Coordinating relocation of and protection of utilities are inclusive in the Bid. No additional payment will be made for coordinating the relocation of and protection of utilities.
3. WPS High Pressure Gas Main. **Will be onsite during the work near the HPG. Also, eed a notification from the contractor to have a person on standby.** WPS has a high pressure gas main (975 psig) in the trail construction zone from CTHK north to the Gas Valving Gate Station from about STA 10 to STA 15. The Contractor shall notify WPS when work commences in this area so they can have a representative on site during Construction.

4. Cable TV. Charter Communications CATV has a regional main fiber optic cable in the railroad corridor parallel to USH 45, the Contractor shall notify Charter 3 working days in advance when planning to excavate near this cable.
5. We Energies Electric. We Energies has reviewed plans and provided a work plan to resolve conflicts identified. The contractor is required to contact WE Energies prior to work at 1-800-662-4797 (electric) and 1-800-261-5325 (gas).
6. Frontier Communications Telephone. Frontier has buried cable and fiber optic on the project. An existing telephone pedestal along K will be relocated prior to the project and a second pedestal near the culvert on Muskrat Creek next to USH 45 will move during the project if necessary.

(Note: Utility representatives may leave at this point.)

SUB-CONTRACTORS:

<u>Proposed Sub-Contractor</u>	<u>Type of Work</u>
1. Janke Construction	Bridges (Shop Drawings received on 7-17)
2. Pitlik will selve perform all other work.	

FIELD OFFICE:

N/A

RIGHT-OF-WAY: **Discussed**

- Was r/w purchased? Yes
- R/W commitments?
 - Access problems: Contractor is responsible to maintain access at all times during construction.
 - The contractor is responsible for existing r/w pins and property irons found within the project and are required to reset these if disturbed during construction.

SURVEY & LANDMARKS: **Discussed**

- Contractor will field locate the centerline in the new trail construction areas.
- Other surveying items
 - Perpetuation of Section Corners
 - Perpetuation of Property Monuments
 - Right-of-Way Staking

- Control Monuments (U.S.G.S., N.G.S., H.A.R.N., Height Modernization, and County Densification)

RAILROAD ITEMS: N/A

N/A

LABOR COMPLIANCE:

Davis Bacon wage Rates Apply. Wage interviews are required. **Discussed and were notified that wage interviews will be taken during construction.**

TRAFFIC CONTROL: Contact is Jake Klessig and will be done Pitlik and Wick. Did discuss notification to the DOT if a lane closure is necessary on USH 45

- Traffic control devices must be properly maintained 24 hours a day. The person's name and telephone number will be furnished by the prime contractor to the Project Leader and local law enforcement agencies.
 - The prime contractor is responsible for assuring the maintenance is done
 - The prime has given maintenance responsibility to
 - Contact Person:
 - Location:
 - Office Phone Number: Regular Work Hours Off Hours
 - Cell Phone Number:
 - Pager Phone Number:
 -
- Any signs removed by the contractor must be properly stored and protected from damage. Any traffic control signs removed by the contractor must be immediately replaced when work requiring their removal is complete.
- Stop signs shall be functional at all times. Stop signs shall only be down when a flagman is present to control traffic. Temporary stop signs shall be mounted on a post or barricade – signs not allowed in barrels.

HAUL ROADS: Decision was made to not log these. Will not be using Town Road and Pitlik agreed to repair Muskrat Creek road if necessary.

EROSION CONTROL: ECIP in for review on the 10th of July and approval was received on the 20th.

- Contractor's contact responsible for installation and maintenance of erosion control measures:
 - Contractor:
 - Office Phone Number:
 - Cell Phone Number:
 - FAX Number:

- Unresolved erosion control issues:

DNR / ACOE COMMITMENTS:

- Project will be administered under the Cooperative Agreement with WisDOT/DNR. Jon Simonsen, WDNR, Rhinelander will be the point of contact. His phone number is 715-365-8916.
- ECIP has been submitted as of July 10, 2015 by Pitlik and Wick. Notice to Proceed will not be issued until the report is reviewed and comments addressed.
 - Wetland fill of up to 0.313 acres is approved. **This was discussed. Any changes in this will need to be reviewed prior and contact Jon.**
- ACOE Concurrence issued on 8-7-14

Permit requirements require that we have the abutments done by the 15th of September for the bridges.

Will talk with Jon as the fill material is placed on the grade in the wetlands.

OPEN BURNING:

N/A

PITS, QUARRIES, AND WASTE AREAS:

Sand? **Chicago Ave.**

Gravel? **Chicago Ave.**

Waste?

Trail Bond – King Pit

MATERIALS:

- CONTRACTOR to provide copies of quality control records, certifications and other necessary documentation upon request of OWNER: **This was discussed in detail. The file needs documentation to verify the material used are per the specs. The appendix in the manual needs to be followed.**
 - Items that have material requirements to satisfy
 - Manufacturer's Certifications that are required to be kept on file by the contractor and to be made available upon request within 5 business days
- All material documentation needs to include proper Project ID
- Buy America **Discussed – Will provide the forms**
 - All steel and iron materials permanently incorporated in this project shall be domestic products and all manufacturing and coating processes for these materials must have occurred within the U.S.

- Certifications must indicate that the material meets Buy America requirements

OTHER SPECIAL PROVISIONS:

CONTRACT ADMINISTRATION: Discussed

Part Time Observation by the Owner and MSA during the duration of the project as needed.

GENERAL DISCUSSION: Discussed

- Ensure everyone is aware of Addenda #1 issued for the project. (clarified clearing and grubbing)
- Maintenance and care to State of Wisconsin lands and work site adjacent to the project including trees and haul roads.

ACTION ITEMS REQUIRED BEFORE WORK CAN BEGIN: Discussed

- Contractor
 - Stake centerline
- WisDOT
 - Notify Region Communications Manager of construction start date
- ECIP Approval – **This is now complete**

OTHER ITEMS DISCUSSED:

CONTRACT MODIFICATION #1 – Substitute 1” Gravel for 1 1/4” Gravel. MSA to start the paperwork when we receive the contracts. This is approximately \$15K savings.

COMPLETION DATES Tentative at 9/15/15 based on later start date

WET CONDITIONS ON THE GRADE – STABILIZATION OPTIONS Discussed

SHOP DRAWINGS

- Bridges **Done – will send to Dale Mayo as well**
- Culvert **Done**

QAQC – APPENDIX D – MATERIALS AND TESTING Discussed

BONDS AND AGREEMENTS Signed on the 2nd of July

EROSION CONTROL - Discussed

Schedule

Start on the 27th

Culvert on Muscratt Creek

Will pump to maintain the flow conditions – should be one day of work.

Then the park and CTH K

Then USH 45

Then the grade

Target date on the bridges in September 1st.

OK to be in the Park in August – 8th is an event, please clean up the site prior.