

PRECONSTRUCTION CONFERENCE

1. Owner **Town of Bourne, MA**

Contract Title **Buzzards Bay Wastewater Treatment Facility – CWSRF #4519,
EDA AWARD #01-01-14826 TOWN OF BOURNE**

Contractor **Robert B. Our Co., Inc.**

Date **11/07/19** Time **9:00 am** Location **Community Building (239 Main Street)**

2. Attendees: **See the attached sign-in sheets**

3. Assigned Personnel

Owner **Joe Sullivan (Owner's Project Manager – Daedalus Projects) 617.699.2989 (c)**

W&S <u>Jimmy Arrigal</u>	<u>55 Walkers Brook, Reading, MA</u>	<u>617.429.8471(c)</u>
(Resident Representative)	(Address)	(Phone)

W&S <u>Corey Repucci</u>	<u>55 Walkers Brook, Reading, MA</u>	<u>978.573.4027(o) 603.799.6782(c)</u>
(Project Manager)	(Address)	(Phone)

4. Correspondence Procedures

Correspondence should be directed to the Resident Representative. No correspondence except shop drawings and certified payrolls should be directed to the Owner or Weston & Sampson except in cases of disputes. In which case, the Contractor should direct correspondence to the attention of WSE's Construction Services Department (CSD) in Peabody with an information copy to the Resident Representative.

American Iron & Steel (AIS) requirements were briefly discussed. MADEP noted that a tracking log will be required.

5. Supervision of the Work

The Contractor is required at all times to have a competent full-time Superintendent with full authority at the job site. Superintendent's name is **Dan Lebrun**.

Emergency telephone numbers (inclusive of nights and weekend) shall be provided together with where the superintendent can be reached prior to establishment of his field office.

6. Insurance Requirements

The Contractor should not be permitted to start any construction work until he has submitted insurance certificates. The kinds and minimum amounts of insurance required are outlined in Sections, 00700 & 00800 of the specification.

Insurance certificates have been received, with the exception of Builder's Risk policy, which will be provided as soon as they occupy the site. A letter of intention has been provided for records.

7. Interpretation of Plans & Specifications

All questions pertaining to the project shall be directed to the Resident Representative. No direct contact is to be made with the Owner or the Engineer's home office without prior knowledge of and agreement by the Resident Representative, except as noted in paragraph 4, above. Resident Representatives cannot change design or intent.

8. Safety

The Contractor is to be reminded that all work is to be conducted in such a manner as not to endanger the public, the work, private property, or any personnel on or about the work site. The Contractor is to be specifically reminded of his responsibilities under the Occupational Safety and Health Act (OSHA) of 1970 and any subsequent revisions, which make him solely responsible for his personnel and subcontractors. If the Resident Representative deems an area of work to be unsafe for inspection, the work, if not inspected and accepted, cannot be paid for.

If issues related to safety arise on-site, the GC superintendent will be notified and will be responsible for coordinating with sub-contractors as required.

9. Control of Work/Materials and Special Provisions

Refer to requirements of specification sections 01110 & 01140. Safeguard open excavations. Construction hours 7-5 M-F. Saturday and Sunday work to be approved. Contractor should visually record project areas and submit to the Engineer prior to the start of work. Monthly Progress photos are required and should be coordinated with the Resident Representative. Contractor is required to comply with DIG SAFE and having utilities locate their respective utilities on the ground prior to excavation. Contractor to protect existing effluent disposal beds during construction. No stockpiles or heavy construction equipment shall be placed over the beds. The contractor shall repair any pavement or grassed areas damaged as a result of construction. Portions of the work in Main Street will require traffic signage and Police Details. Coordination between the Contractor, Engineer and Owner relative to truck traffic to the WWTF site and the associated anti-tracking pad will be required.

It was discussed that the Police Station building is anticipated to be occupied in February 2020.

The GC indicated that they anticipate completing work in Main Street and the forcemain piping in mid to late spring 2020 so as to avoid the busy season.

10. Interference with and Protection of Street and Traffic Control

Portions of the work in Main Street will require traffic signage and Police Details.

11. Field Office

Section 01520 includes provisions for office requirements for the Resident Representative. Coordination with the Engineer and Owner will be required relative to siting the Temporary Field trailer.

12. Plans & Specifications

Following completion of “Conformed” documents, Engineer will coordinate delivery of plans and specifications to Contractor and Town.

The GC indicated that they would like to receive 6 full-size sets of plans and specifications once conformed documents are completed.

13. Time of Completion

Contract time is **450** consecutive calendar days from the effective date of the “Notice to Proceed,” making completion date **January 24, 2021**.

14. Schedules & Permits

a. Construction Schedule

The Contractor shall submit to the Resident Representative, within fifteen days after execution of the contract and prior to start of construction, the proposed construction schedule. This schedule will fix the respective dates for the start and completion of the various parts of the work. Each part is to be given a weighted percentage, the sum of which equals 100 percent. Each part shall be assigned a dollar value, the sum of which equals the contract price.

The Contractor shall discuss the proposed starting date of construction and overall plan of work. (The GC is in the process of coordinating sub-contracts and purchase orders. This process will take 1-2 months. The GC anticipates having a proposed construction schedule in the next 7-10 days. In general they plan on mobilizing to the site in mid-late winter to begin excavation work. Concrete work is anticipated to begin in early spring, weather dependent.)

Construction schedules should be updated and submitted for review one-week prior to monthly meetings.

Three-week look ahead schedules should be provided. (These will be provided from the field superintendent)

b. Sequence of Operations-Interference with Existing work

Portions of the construction will take place on during active construction site for the Police Station. Police Station traffic must not be impacted by construction at any time.

c. Permits – Local Building permits are required. Portions of the work are governed by a Mass.DOT State Highway Utility Permit, local trench permit, local backflow preventer and NPDES Construction General Permit.

The local Building Inspector (Ken Murray) would like two full size sets of plans and a PDF copy of the conformed documents. Ken should be contacted relative to needed

inspections. Ken talked about the need for Controlled Construction affidavits from the Engineer.

15. Delays & Liquidated Damages

No extensions of time will be given for ordinary or foreseeable delays, inclement weather or accidents.

Acts of god, unusual severe weather, acts of the Government, unavoidable strikes, extra work, and unavoidable equipment delays over which the Contractor has no control, and which in fact delay the completion of the entire work may be excusable delays, provided: the Contractor notifies the Resident Representative in writing of the delay, stating the causes with detailed justification as to how and to what extent the completion of the entire project is affected, including his actions taken to attempt to eliminate or reduce the delay.

16. Liquidated Damages

Liquidated damages for failure to complete the contract on or before the contract's schedule completion date are set at **\$1,500** for each calendar day of delay beyond the scheduled completion date.

17. Extra Work & Changes

The Contractor is not to perform extra work or make changes of any kind without written authorization from the Engineer. Payment for extra work and/or changes will be included in Monthly Progress Estimates when Change Order has been executed by the Contractor and the Owner for items not covered by the contractor unit prices.

18. Subcontractor & Supplies

The Contractor shall provide a list of work the contractor proposes to sublet and the names of subcontractors and suppliers of materials and equipment so that we may familiarize ourselves with the products prior to submittals. We do not approve subcontractor nor does our contract require that we approve subcontractors. Contractor is not to sublet any work without first notifying the Resident Representative in writing of that work he proposes to sublet. The Contractor has responsibility for control of and work by subcontractors and compliance with MBE/WBE requirements.

19. Progress Estimates

Progress estimates are to be prepared by the Contractor monthly, and, based on the Owner's timetable. Pencil requisitions should be prepared/submitted and reviewed by the Contractor/Resident Representative during the last week of the month. Final requisitions should be submitted the first week of the month. The percentage of the estimate to be retained shall be **5%**. The Contractor or his authorized representative shall meet on the progress of the work to establish and agree on quantities and payment for the period.

Cover page of Payment Requisitions shall have spaces for signatures by the Engineer, OPM and Town Administrator. Six copies of the final Pay Requisitions should be provided.

Michele Higgins indicated that MADEP should be provided copies of the Pay Requisitions as signed by the GC and Engineer for review via email. Michele indicated that M/WBE invoices should be attached to the payment requisitions.

20. Lump- Sum Breakdown (Schedule of Values)

Contracts with large lump-sum items are to be broken down by the Contractor into appropriate component parts. Each part is to be assigned a dollar value, the sum of which parts equals the contract price for that item.

Major lump-sum contracts having various structures and several major separate items are to be subdivided by structure and items and a dollar value assigned to each, the sum of which equals the contract price. Each structure and item is to be broken down into components parts and a dollar value assigned to each such part, the sum of each equals the amount assigned to be the structure or item. This breakdown is to be submitted by the Contractor and approved before the first estimate becomes due. No progress payments will be processed until the above breakdown/schedule of values has been submitted and approved. Breakdown should include sufficient detail (i.e. shop drawings submittals, delivery, installation, start-up/testing, O&M manuals, etc.) to allow processing of interim payment.

21. Signs

Two project signs (MADEP SRF and EDA) are required for the project. SRF related sign layout will be forwarded to the Contractor in the near future. The EDA sign layout is included in 01140. Project sample signs are required to be submitted for review prior to fabrication.

22. Payrolls (Massachusetts General Laws C149, Section 27B)

Contractor is referred to Section 00830 for submission of certified payrolls that are required on all Massachusetts and federally assisted projects. Payrolls are to be submitted weekly. Payrolls are to be numbered consecutively and every person who works at the site is to be on the payroll. The first time a person's name appears on the payrolls, address and an individual identifying number (e.g., last four digits of social security number) are to be given. Payrolls are required to be submitted by the Contractor and for all subcontractors. No payment estimate will be processed for payment until such payrolls have been received by the owner, OPM and Engineer. Contractor is responsible for submittal of subcontractor weekly payrolls. It is understood that copies of payrolls for work before and the week of cutoff time may not be available. If payrolls lag for any longer period, work covered by the missing payrolls will not be included in the estimate until the payrolls are received.

Payroll certifications should be sent to Michele Higgins at MADEP as well as to the Owner and Engineer. It was discussed that it is the GC's responsibility to review and certify the payrolls, they will be spot checked only by the OPM and Engineer. The Engineer will provide a list of email recipients for the certified payrolls.

23. Lines, Grades and Measurements

The Contractor is to employ a competent surveyor, registered with the state as a professional engineer or land surveyor to establish lines, elevations, reference marks, batter boards, etc.

24. Shop and Working Drawings

The Contractor is to submit names and addresses of manufacturers and suppliers of all materials and equipment he proposes to incorporate into the work, as previously noted.

All shop drawings, test data, samples, certificates, etc., shall be submitted by Contractor to directly to WSE, attention CSD using Weston & Sampson Engineers, Inc. standard transmittal forms.

Hard Copy- the Contractor shall submit, by mail, six (6) copies each of shop drawings to Weston & Sampson, attention: CSD, or

Electronic via email- the Contractor shall submit to CSD by email (davida@wseinc.com), one electronic copy in Portable Document Format (PDF) of shop drawings required. The GC has been submitting electronic shop drawings.

Contractor is advised that he is responsible to submit shop drawings timely, so as not to delay the work; that no material or equipment shall be purchased, fabricated or incorporated in the work until required submittals have been approved; that all material, equipment and their installation shall be in accordance with approved submittal; that submittals of long-lead items should be submitted early.

Contractor's attention should be directed to the method of numbering transmittals, the transmittal number shall be assigned by numerical succession (1, 2, 3, etc.). Each subsequent resubmittal shall be designated with the appropriate suffix letter (1A, 1B, 1C, etc.) Ensure that the appropriate contract specification subsection number is shown on transmittal forms and that each transmittal should only pertain to one specification section.

The Contractor Signature & Title box is to be signed certifying they have reviewed all items for conformance with the Contract Documents. It has been noted in the past that sometimes when a subcontractor or supplier has been designated by the specifications to be responsible for delivery of a complete system made up of many components, components have been submitted individually in no particular sequence and with no coordination to interfaces. In some cases, components have been missed or never submitted and therefore, not approved. The Contractor shall be responsible for the coordination of and the complete assembly of the system.

The OPM reminded the GC that the trash trap tank will be "active" when the Police Station is occupied.

25. Concrete Design Mix Sections

The Contractor shall submit mix designs from the concrete supplier for approval. Twenty-eight (28) day minimum compressive strength of 3,000 psi is required for field concrete. Twenty-eight (28) day minimum compressive strength of 4,500 psi is required for footings & foundation walls and interior slabs on grade/equipment pads. Twenty-eight (28) day minimum compressive strength of 4,000 psi is required for exterior slabs/sidewalks. Specifications and drawings describe concrete mixture requirements and additional inspection and testing requirements. The concrete submittal has been made by the GC.

26. Operating & Maintenance Manuals, Spare Parts List, & Special Tools

O&M manuals and lists are to be submitted early; in any case, they should be finalized by the time the equipment arrives. Special tools and spare parts shall remain the property of the Contractor and be stored and protected by the Contractor until/unless the Owner has facilities available and requests they be turned over. Inventory and signed receipts (including sign off by the Engineer) will be required when materials are transferred to the Owner. One (1) copy of the paperwork shall be delivered to the Resident Representative.

27. Materials & Equipment Received and Stored

The cost established by invoices of major, long-lead items, manufactured for this project, i.e., not off-the-shelf items, to be incorporated in the completed work, that have been delivered, properly stored and protected may be included in the progress estimate as "Stored Materials" assuming sufficient documentation is provided. Documentation, including, but not limited to, invoices, certificates of insurance, transfer of title, photographs/proof of delivery/storage, etc. will be required for consideration of payment for stored materials. No items of equipment requiring operating instructions, special tools and/or spare parts will be included in any progress estimate until such instructions and lists have been received.

28. Bolts, Anchor Bolts, and Nuts

Contractor to furnish all; bolts, anchors bolts, & nuts shall be galvanized unless otherwise specified, and galvanized bolts, etc., to be zinc coated after being fabricated. Bolts, anchor bolts, nuts, and washers specified to be stainless shall be Type 316 stainless steel, unless otherwise specified.

29. Testing

Adjustment to payment of pipelines/structures shall be made and withheld until they have satisfactorily passed the test requirements. Testing must be performed in the presence of the Engineer.

30. Services of Manufacturer's Representative

Contractor shall obtain the services of manufacturer's representative for "Equipment." Representative shall inspect, operate, test and adjust equipment after it has been installed and prior to operation by others, i.e., Contractor. Tests are to prove that equipment is in proper condition for satisfactory operation. Representative is to submit in triplicate results of inspection, operation, adjustment and tests, and include a certificate that equipment is ready, for operation by others. Manufacturer's representative is to be present for field acceptance tests. The local salesman is not considered a mechanically qualified manufacturer's representative unless so certified by manufacturer.

31. Checkout & Startup (Field Acceptance Tests) & Training

Contractor, at least one month prior to checkout, startup and training, shall submit a schedule for each phase, indicating the anticipated participation of the Owner's operation personnel, and materials (chemicals, water, etc.) which will be required in addition to those to be furnished by the Contractor. Schedule will be reviewed by Owner and Engineer, who must approve it prior to checkout. All manufacturers' certificates must be submitted to the Engineer before the schedule will be accepted for review and approval.

All Start-up and Training must be witnessed and signed off by the Owner and the Engineer. Failure to obtain the appropriate sign-offs will result in the need to complete the Start-up or Training again, at no additional cost to the Owner.

The WW Building committee discussed the potential to have a commissioning agent for the building. The OPM indicated it is likely not necessary, but can be evaluated as the need for that is very far out. The Engineer indicated that the system will be tested and balanced. The Engineer will review this discussion with the HVAC designer.

32. Cleanup

Contractor is expected to keep his work continuously cleaned up for the duration of the project.

33. State Revolving Fund (SRF) – **Note MADEP is paperless – utilize email**

- a. Employee Rights Poster (*previously provided*) – To be posted by the Contractor in an area accessible to workers.
- b. Davis Bacon Wage Rates – To be posted by the Contractor in an area accessible to workers.
- c. Massachusetts Prevailing Wage Rates - To be posted by the Contractor in an area accessible to workers.
- d. Certified Payrolls – SRF Certification Page (*previously provided*) is to be attached to all contractor and sub-contractor payrolls – page 2 of federal form WH-347).
- e. Periodic Labor Interviews – Utilizing Labor Interview FORM 1445. Staff will need to be available for periodic interviews conducted by Engineer.
- f. Project Signage – Refer to Item 21 Above.
- g. American Iron and Steel (AIS) Requirements – (*AIS Guidance dated 3/20/14 previously provided and included as 00810 Attachment C*). All iron products, steel products, municipal castings and other construction materials must be AIS certified. Certification forms, which include the following must be submitted with the shop drawings submitted by the Contractor for review:
 - Project Identification (i.e. Bourne, MA – Buzzards Bay Wastewater Treatment Facility CWSRF #4519, EDA AWARD #01-01-14826 TOWN OF BOURNE)
 - Item Identification (specific, i.e. M&H Resilient-Seated Gate Valves, 6" MJ Gate Valve)
 - Signature from Manufacturer Representative
 - AIS Language documenting compliance
 - City/Town and State where the item is manufactured.
- i. Engineer will develop list of specifications requiring AIS Certifications
- ii. EPA May Perform Compliance Inspections
- iii. MADEP will review AIS compliance at monthly meetings.
- iv. Deminimis waiver – Contractor shall prepare a schedule of value for material costs for the project and identify products covered under the deminimis waiver (incidental – no more than 5% of the total material cost – individual item may not exceed 1%)
- v. AIS Updates available at: http://water.epa.gov/grants_funding/aisrequirement.cfm#_blank

- h. Diesel Retrofit Certification Form and List – Form completed by Contractor and submitted to MADEP.
- i. Subcontractor Participation Form – Form completed by Contractor and submitted to MADEP.

Wage Rates and Employee Rights posters must be posted at the site prior to starting work.

Periodic Labor Interviews should be emailed to Michele Higgins at MADEP.

If multiple AIS certifications have been made on a shop drawing, all prior certifications should be submitted with the final submittal.

Draft Change Orders should be emailed to Michele Higgins to review for eligibility/objections. Final versions should be emailed to MADEP and approved Change Orders from MADEP will be sent back. If a Change Order reduces or adds to the project contingency, reimbursement forms shall adjust as appropriate. Pay Requisitions should be emailed to Monica Vega. Monica will be emailing project specific reimbursement spreadsheets soon.

34. EDA Project Requirements

- a. Labor Standards:
 - Federal Labor Standards Provisions
 - Davis Bacon Requirements
 - Reporting Requirements
 - Notices to be Posted On-site
- b. Equal Opportunity and Affirmative Action:
 - Executive Order 11246 – Nondiscrimination
- c. Reporting Requirements:
 - List of all subcontractors, including; trade, Federal ID #, contract amount, and minority (M/W/DBE) ownership
 - Weekly payrolls for Contractor and subcontractors
 - On-site Interviews
- d. Other:
 - Subcontractors are subject to the same wage, labor and EEO clauses and regulations as the general contractor.
 - 00810 Attachment D – Contracting Provisions
- e. Preconstruction Checklist

Sharon Gay (EDA Grant Administrator for Town) indicated that similar to SRF requirements, EDA notices and wage rates must be posted. Sharon noted that the back-page of the Payroll Certification for EDA requirements is different than the SRF requirements. Sharon will be available to answer any questions the GC has. Sharon indicated that in general if Michele is emailed related to project documentation, Sharon should also be emailed. Sharon will get a copy of the Preconstruction Checklist for EDA to Damon at RBO.

35. Record Drawings:

The General Contractor will be responsible for turning over a complete set of CAD Record Drawings (inclusive of civil, structural, architectural, mechanical, HVAC, plumbing, electrical and I&C) to the Engineer at the completion of construction. The Resident Representative

and OPM will monitor progress on Record Drawings each month during the payment requisition review process.

36. Items Needing Special Attention on the Project:

- a. Maintaining Vehicular Access around Police Station – Coordinate with Police Staff and Engineer regarding impacts. (A site coordination meeting will likely be required with the Engineer, GC, OPM and Police Chief.)
- b. Water Availability – Hydrant Meter/BFP from Water District (
- c. Structural Tests and Inspections – Specification 01450 – Coordination with Engineer and Contractor's Independent Testing agent
- d. Construction Meetings – Select regular time for monthly meetings to occur (i.e. 2nd Wednesday of every month at 1:00 pm, etc.) and more frequent weekly meetings with Owner/RR/GC. (The last Thursday of each month at 11:00 am was discussed. Formal invites to will be sent out to those who need to attend). The OPM indicated that every other week a meeting with the OPM, Engineer's Resident Representative and the Superintendent should occur.

37. Site Walk:

Opportunity to visit the planned WWTF site, pump station site and forcemain route.

Representatives from Robert B. Our and Weston & Sampson visited the Pump Station site, forcemain route and the WWTF site.

P:\MA\BOURNE MA\2191109 BUZZARDS BAY WWTF - CA AND RR SERVICES\PRECONSTRUCTION MEETING\PRECONSTRUCTION MTG MINUTES 111219.DOC

PRE-CONSTRUCTION MEETING
SIGN IN SHEET

Town of Bourne, Massachusetts
Buzzard Bay WWTC Project - CWSRF #4519
EDA Award #01-01-14826 Town of Bourne

Contractor: Robert B. Our

Date: 11/7/19 Time: 9:00 am Location: Community Building (239 Main Street)

NAME	ORGANIZATION
COREY REPUGGI	WESTON & SAMPSON
Rich Zini	Robert B. Our
Damon Burettu	R B Our Co.
Sharon Gay	STG Consultants
mf Mastangelo	Bourne Wastewater Facility Committee
JOE SULLIVAN	Daedalus Project
Bill Meier	W.W. Comm.
Stanley Andrews	Bourne W.W. F Comm
Judy Flynn	Bourne W.W. F Comm
Peter Meier	Board of Select Men
Nolan D. Gray	WWDC

PRE-CONSTRUCTION MEETING
SIGN IN SHEET

Town of Bourne, Massachusetts
Buzzard Bay WWTC Project - CWSRF #4519
EDA Award #01-01-14826 Town of Bourne

Contractor: Robert B. Our

Date: 11/7/19 Time: 9:00 am Location: Community Building (239 Main Street)

NAME	ORGANIZATION
Tony Schiavi	Town Administrator
John Feeley	DAEDALUS
Dennis Woodsicle	Bourne Police
Glenn Cannon	Assistant Town Administrator
KEN MURPHY	Building Inspector
George Sala	Bourne DPW
DAN LeBrun	Robert B Our Co
JAMES HARRIGAN	WTS
* MICHELE HIGGINS	MA DEP
* MONICA VEGA	MA DEP

* VIA PHONE