

**PRE-CONSTRUCTION MEETING AGENDA**

**PROJECT:** Brooks Street Greenspace Project  
Sheridan, WY  
Morrison-Maierle Project No. 6017.002.02

**OWNER:** Sheridan County

**DESIGN ENGINEER:** Morrison-Maierle  
1470 Sugarland Dr., Suite #1  
Sheridan, WY 82801

**DATE:** August 9, 2023

**TIME:** **3:00 P.M.**

**LOCATION:** Sheridan County Courthouse, Second Floor Public Meeting Room  
( & Teams for virtual attendance)  
224 S. Main St.  
Sheridan, WY 82801

A. **INTRODUCTION OF KEY PERSONNEL**

1. Identification of Key Individuals for Engineer and Owner

Engineer: **Morrison-Maierle**

Tim Brugger (Project Manager).....(Direct) 307-675-7708

Tre LaBossiere (RPR).....(Direct) 307-675-7709  
.....(Cell) 970-640-7997

Other Consultants:

Geotechnical: AET

Lighting: M-M

Mechanical: M-M

Landscape: Steiner-Theusen

Owner: **Sheridan County**

Cameron Duff – County Administrative Director

Ken Muller – County Engineer

Mike Morris – Facilities Manager

2. Names and Phone Numbers of Contractor's Representative(s)

Person(s) authorized to sign Pay Applications, Change Orders, etc.:

Job Superintendent:

Traffic Control Maintainer:

Contact Person for After Hours and Weekends:

3. Names and Phone Numbers of Utility Company Representatives:

One Call of Wyoming: 1-800-849-2476

B. GENERAL SCOPE OF PROJECT

- Demo Brooks Street sidewalk/pavement
- Retaining Walls
- Lighting
- Heated Sidewalk/pathway/stairs
- Concrete Parking Lot
- Landscape
- Site Features (overhead structure, benches/trash cans, etc)

C. SUBCONTRACTORS AND MATERIAL SUPPLIERS

1. Company Name and Division of Work for All Major Subcontractors:

2. Material Suppliers:

3. Contractor's Testing Agency:

4. Contractor's Surveyor:

D. STATUS OF CONTRACT AND PROJECT SCHEDULE

1. Review of Contract Completion Time and Key Dates:

- Substantial Completion is 190 calendar days after the second Notice to Proceed (Substantial Completion date no later than October 31, 2024). Final Completion to be reached within 14 days. Winter Shutdown anticipated, w/ a 45 calendar day working window for interior work during the winter.

2. Review of Project Schedule from Contractor  
Anticipated Start Date –
3. Anticipated Construction Hours
4. Set Date/Time/Location for Weekly Construction Progress Meetings
5. Review Pedestrian and Vehicle Access project notes
  - Discuss Site/Entrance Closures and pedestrian access points

E. QUALITY CONTROL

1. The Engineer may make any inspections and tests deemed necessary to ensure the conformance of the work to the contract documents.
2. Quality Control Testing by Contractor (See Section 01750 – Special Provisions)

F. PROJECT OBSERVATION:

1. Morrison-Maierle's Resident Project Representative (RPR) will be Tre LaBossiere.
2. Change Orders will be completed by Morrison-Maierle – changes in contract time and contract dollars must be coordinated with Morrison-Maierle's Project Manager, and Sheridan County's Project Manager.
3. Weekly Quantities will be completed and signed by both the RPR and the Contractor's Superintendent.
4. Line of Communication: Start with the RPR then the Project Manager. RPR/PM will coordinate with the various other consultants. If necessary, the Owner's representative will become involved.

G. SHOP DRAWING SUBMITTALS

1. General Procedures
  - 1 electronic set of documents
  - Must be approved by Morrison-Maierle prior to purchase or delivery to site
  - Contractor to thoroughly review shop drawings prior to submittal to avoid any delays for non-compliance
2. Material Submittals (general list, refer to specs in project manual)
  - Retaining Wall (Wall Design, materials, drainage system, etc)
  - Crushed Base
  - Geotextile Fabric
  - Storm Drain Pipe/Inlets
  - Concrete (Mix Design, reinforcement, sealing/expansion joints, etc)
  - Site Features (lighting/heating/landscape/irrigation/etc)

H. PAY APPLICATION PROCEDURES

A pay application will be completed each month.

- Will be based on weekly quantity summaries. Contractor's superintendent needs to review and agree to quantities with the RPR.
- Must be approved by Morrison-Maierle before submission to Sheridan County
- Must have test results for that period.
- Provide updated construction schedule

I. SPECIAL CONSTRUCTION ITEMS

1. Adherence to Project Schedule
2. Keep up with and complete a thorough set of Record Drawings that will be given to the Engineer at the completion of the project. These will be checked each month during the completion of the pay application.
3. Use of Premises
  - Confine operations to working areas.
  - Coordinate access and any closures well in advance.
4. Staging Area
  - Whitney Street (between Main and Brooks)
5. Protection of Existing Utilities and Structures
  - 48-hour notice to utility service companies; use One Call of Wyoming (1-800-849-2476)
  - Any damage to existing utilities, pipe culverts, etc. will be repaired by the Contractor at their expense.
6. Review addendums
  - a. Plan/Spec updates
7. Plans/Details
  - a. Review general and project notes in the plans.
  - b. Storm Drain
    - City/Project Details in plans
  - c. Retaining Wall System
    - Design by WY Licensed PE
    - Review the Geotechnical Reports/information
    - Utility crossing detail
    - Conduits for disciplines
    - Foundation Prep Details
    - Drainage system daylighted or tied to storm drain
    - Fence Detail at upper wall

- d. Overhead Structure
  - o Design by WY Licensed PE
  - o Review the Geotechnical Reports/information
  - o Coordination with existing/proposed utilities
- e. Pathway
  - o Grades
  - o Handrail Details (coordinate support locations with heat tubing)
  - o Step Detail
- f. Coordination between disciplines
  - o Electrical
    - Lighted bollards and decorative lights
    - Coordination w/ other disciplines
    - Electrical specs are shown on the plan sheets
    - Set up on-site meetings with M-M at Key milestones
  - o Mechanical
    - Heated sidewalk
    - Coordination with other disciplines
    - Mechanical specs are shown on the plan sheets
    - Set up on-site meetings with M-M at Key milestones
  - o Landscape/Irrigation
    - All topsoil will need to be imported. Contractor to provide testing and fertilizer/amendment recommendations per 329300.
    - Required testing is spelled out in specs.
    - Set up on-site meetings with M-M & Steiner Theusen at Key milestones
  - o Retaining Wall
    - Conduit for various disciplines
    - Set up on-site meetings with M-M and AET at Key milestones
- g. Key Milestone Meetings
  - i. Pre-concrete paving meeting
  - ii. Prior to kicking off major work items, schedule a meeting with M-M and the respective sub-consultant (mechanical/ lighting/ landscape/ Retaining Wall/ etc)
- 8. Permits (See Section 01060 – Permits)
  - Contractor responsible for all permits.
    - DEQ General Permit for Storm Water Discharges associated with Construction Activities (if required)
    - Erosion and Sediment Control Plan per Section 01560

- City of Sheridan Building Permit & Licensing:
  - a. This project **Does Not Require** a City of Sheridan General Contractor License for the overall project (or the prime bidder if not performing electrical, mechanical, structural, etc. work)
  - b. Certain portions of the project **will require licensing and a Building Permit.**
    - i. For example, lighting will require a licensed electrician through the City of Sheridan and an electrical building permit.
    - ii. Review licensing requirements on City of Sheridan's website and coordinate permits with the City.
    - iii. Schedule inspections with City as directed by Building Department and keep M-M in the loop.

9. Additional items to note:

- Contractor shall be familiar with Plans and the Specifications/Details in the project manual; on-site personnel shall have at least one copy at all times as well as a copy of the City of Sheridan Specifications.
- Review Method of Measurement and Basis of Payment
- Review Special Provisions (City Bldg Permit & Erosion Control)
- Review Project Notes
- Retaining Wall (Removal of Existing and Installation of New)
  - Review Spec Section 02835 – Segmental Retaining Wall
    - Design/Submittal Requirements (02835-1.05)
    - Block Supplier Field Services (02835-1.06)
- Coordination w/ Utility Companies
  - Range will be lowering communication line on east end of project
  - MDU
    - Moving power pole at Whitney
    - Transformer removal at second story

J. Additional items from the Owner:

K. Questions: