PRE-CONSTRUCTION MEETING MINUTES

**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-Thuesen

Owner: **Sheridan County**

 Cameron Duff – County Administrative Director

 Ken Muller – County Engineer

 Mike Morris – Facilities Manager

1. Names and Phone Numbers of Contractor’s Representative(s)

*Mathiew Tapani – Northern Underground (contact information on attendance list)*

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

 Job Superintendent: *Mat Tapani*

 Traffic Control Maintainer: *Mat Tapani*

 Contact Person for After Hours and Weekends: *Mat Tapani or Dana Rosenlund*

1. 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:
	* *Stonemill – Concrete*
	* *Westin Mechanical – Mechanical*
	* *Mikes Electric – Electric*
	* *Western Welding – Hand Rails, etc.*
	* *Highland – Landscaping*
2. Material Suppliers:
3. Contractor’s Testing Agency:
	* *Roetech*
4. Contractor’s Surveyor:
	* *Arrow Surveying*

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.
1. Review of Project Schedule from Contractor

Anticipated Start Date – *August 14, 2023*

1. Anticipated Construction Hours

*Monday – Friday 7:00am to 5:00 pm; taking Fridays off as schedule allows*

1. Set Date/Time/Location for Weekly Construction Progress Meetings

*Tuesday at 11:00 am near second story entrance door on Brooks ST*

1. Review Pedestrian and Vehicle Access project notes
* Discuss Site/Entrance Closures and pedestrian access points
* *NU hopes to close off the south half of Brooks Street completely this year.*
* *NU will leave access to the Juvenile court building for as long as possible (see notes below).*
* *NU was hoping to close the intersection of Brooks St and Whitney Way completely for the project. The County did not have an issue with that but informed NU they would need to discuss the closure with the City.*

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.
	1. *Preferred path of communication is through Tre first, then Tim. Coordination with M-M sub-consultants will be through Tre/Tim.*
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
1. 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
* *Cut off for quantities will the 20th of the month with the assuming payment application following a few days behind.*

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.
1. Staging Area
* Whitney Street (between Main and Brooks)
1. 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.
1. Review addendums
	1. Plan/Spec updates
2. Plans/Details
	1. Review general and project notes in the plans.
	2. Storm Drain
		* City/Project Details in plans
	3. 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
		* *Northern Underground offered to bring in samples for the county to decide which block color matched the existing retaining walls best. Will be a part of the building permit next year (can submit later)*
	4. Overhead Structure
		* Design by WY Licensed PE
		* Review the Geotechnical Reports/information
		* Coordination with existing/proposed utilities
		* *Plan is for this to occur next year, will be a part of next year’s building permit*
	5. Pathway
		* Grades
		* Handrail Details (coordinate support locations with heat tubing)
		* Step Detail
	6. Coordination between disciplines
		* 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
			+ *Light poles will be black while the bollards and lighted bollards will be burgundy.*
		* 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
			+ *Ryan briefly touched on the importance of the slab insulation and its importance to the heating systems efficiency and effectiveness.*
			+ *Westin Mechanical was having an issue getting a part ordered and asked Ryan if a substitute was possible. Ryan asked for more information on the substitute and preferably a detail to make that decision.*
		* 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 the specs.
			+ Set up on-site meetings with M-M & Steiner-Thuesen at Key milestones.
			+ *Nathan added that subgrade elevation needs to be approved before topsoil is imported.*
			+ *There will be sleeving for the other disciplines on site and irrigation will need its own sleeves.*
		* Retaining Wall
			+ Conduit for various disciplines
			+ Set up on-site meetings with M-M and AET at Key milestones.
	7. Key Milestone Meetings
		1. Pre-concrete paving meeting (with a provided jointing plan to discuss at the meeting)
			* *Northern Underground brought up a concern about plowing the new concrete pavement that is scheduled to be poured later this year and damaging it. Tim extended the idea of a partial completion of a section of the project. More discussions to take place later this year as that work gets completed.*
		2. Prior to kicking off major work items, schedule a meeting with M-M and the respective sub-consultant (mechanical/ lighting/ landscape/ Retaining Wall/ etc)
3. 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:
			* 1. 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)
				2. Certain portions of the project **will require licensing and a Building Permit.**

For example,lighting will require a licensed electrician through the City of Sheridan and an electrical building permit.

Review licensing requirements on the City of Sheridan’s website and coordinate permits with the City.

Schedule inspections with City as directed by Building Department and keep M-M in the loop.

* + - * *Northern Underground is waiting on the Structural design for the permit with the city. M-M asked to know when the city plans on being on-site for their inspections as M-M would like to be a part of those inspections.*
1. 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 the 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 the communication line on the east end of the project
		- MDU
			* Moving the power pole at Whitney
			* Transformer removal at the second story

J. Additional items from the Owner:

* + - * County has concern with closures, both at second story and at the Juvenile Justice center. Communication/coordination to take place on traffic rerouting/access during construction. NU to provide alternate access for emergency services and County traffic to the Juvenile Justice Center. To be discussed ahead of time at the weekly construction meeting.
			* The block supplier for the retaining wall will need to provide field services as required in the project documents.
			* Concrete paving: NU/Stonemill concerned w/ snow melt within first year (County mentioned they won’t be using any), also concerned with snow plowing. Discussed a partial acceptance for the upper paving. Details to be determined.
			* The first weekly construction meeting will start 8/15 at 11:00 am.