

Water Tower Bid Opening

August 28, 2020 Special Meeting Minutes

Water Tower Bid Opening

Date – August 28, 2020

Time – 1:00pm

Present – Dustin Ford, Doug Shawver, Diane Evans, Mary Price, Connie Kendall, and Tyler Howell

Present by phone – Scott Jaffee, Jennifer Janette, Kurtis Strickland, Dave Frank, John Russell

DISCUSSION ITEMS

1. Attendance sign-in? Attendance listed above.
2. Status of contract? – Contracts all signed.
3. Contract docs – Contractor comfortable with Scope?
4. Funding Requirements – CDBG & OWDA
 - a. Kurtis Strickland reported the project is funded 50% by CDBG and 50% by Ohio EPA
 - b. Payments from the funding sources typically take 3-4 weeks and could take up to 6 weeks
 - c. Weekly schedule updates by email on the project
 - d. Invoices will be paid to Caldwell Tank by both funding agencies
5. Plans – adequate and clear?
6. Superintendent?
7. Contractor to provide list of emergency contacts with first round of submittals.
 - a. John Russell will be the emergency contact and provide a list of any contractors that will working on the project.
8. Inspection – contractor to coordinate with on-site inspectors regarding non-work days and rain-outs.
9. Construction Staking – by Contractor.
10. Preconstruction Video
11. Basic approach and schedule for first 2 months?
12. Construction Schedule.
 - a. If the notice to proceed is completed then John Russell would like to start on the project September 2nd. The beginning work would be pulling in the job trailer, install construction entrance, safety fencing, and get foundation approval. The following week if foundation plans are approved then that work will be begin.
13. Work Hours.
 - a. Working hours Monday – Thursday 7am – 5pm and half day on Fridays.
14. If Contractor wants to work Saturday, ask ahead of time, typically 9:00 am to 5:00 pm limit for Saturday.
15. Road Closures?
 - a. None should be needed on the construction site but may be needed during demolition of the existing tower.
16. List of Subs
17. Registration?
18. Wage Rates – submit with pay requests. Submit worker classification and union information form with the pay requests (form provided).
19. Portable toilets – provide portable toilets as needed.

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20. Change Orders – coordinate with Engineer.
 - a. Dave Frank said all change orders can be processed through his office.
21. What submittals are needed ASAP?
22. Material Storage – if on private property, provide copy of signed agreement. Flood plain.
23. Roads must be maintained in passable condition and drive access for cars during work. Only rubber-tired equipment on the pavement.
24. Public notice of work to adjacent property owners?
 - a. Shouldn't be an issue no properties that are close to construction and only issue may be noise. A notice will be placed on the website.
25. Utility protection/relocation/support – Contractor's responsibility to pay for this work.
26. Site safety and security by Contractor. The Chiefs will periodically drive through to verify that access and road surface is acceptable.
27. Contractor shall not deposit trash in trenches and shall perform project housekeeping, remove waste and material by the end of the week.
28. Trash Service – needs to be coordinated.
29. Contact GPD Group and Tyler Howell to schedule waterline inspection.
30. Village site prep items.
 - a. Tyler Howell reported there are culverts on the properties and need to be avoided. It was mentioned some fencing needs to be removed by the Village.
31. COVID
 - a. John Russell said they will keep up with all the guidelines and updates that are released
32. Notice to Proceed

Mayor

Clerk