

## CONFERENCE AGENDA

**LOCATION:** Ashville Ohio Village Office

**MEETING DATE:** December 12, 2016

**BY:** Brian Benedict

**ISSUE DATE:**

**ATTENDEES:** Village of Ashville,  
AECOM, Fields Excavating  
Company,

**PROJECT:** Ashville Sanitary Sewer  
Improvements 2016 Part B

**JOB NO.:** 60440011.00000

**COPIES:** Central Files, Attendees

**RE:** Pre-Construction Meeting

THE FOLLOWING REPRESENTS MY UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED. IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO THAT AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

**1. INTRODUCTIONS/OPENING REMARKS**

- a. Sign-in sheet.
- b. Introductions.

**2. PURPOSE OF MEETING**

- a. For all parties to become acquainted.
- b. To discuss the procedures governing the construction contract.

**3. PARTIES INVOLVED AND CONTACTS**

- OWNER  
Village of Ashville, Ohio  
P.O. Box 195  
200 East Station Street  
Ashville, OH 43103  
Office: 740/983-6367 • Fax: 740/983-4703  
Police: 740/983-3112 • Emergency: 911  
Cell Phone: 740/207-1842  
Franklin Christman – Village Administrator  
Tom Bouts – Plant Operator  
Adam Kehoe – Plant Operator
  
- ENGINEER  
AECOM  
277 West Nationwide Blvd  
Columbus, Ohio 43215-2566  
Ph. 614-464-4500  
Fax. 614-464-4588  
Project Manager- Brian Benedict

Design Engineer – Matt Noelker, P.E.  
Construction Manager – Brian Benedict, Cell 614-204-3668  
On-site Representative- Perry Adkins, 740-777-2161

- CONTRACTOR

Fields Excavating, Inc.  
177 Twp. Road 191  
Kitts Hill, Ohio 45645  
Office 740-532-1780  
Fax 740-532-6677  
Project Manager –  
Superintendent –

- FUNDING AGENCIES

OWDA  
480 South High Street  
Columbus, Ohio 43215

WPCLF  
50 West Town Street, Suite 700  
Columbus, Ohio 43215

OPWC  
65 East Town Street  
Columbus, Ohio 43215

**4. STATUS OF CONTRACT ITEMS**

- a. Notice of Award-Has been issued.
- b. Agreement – To be signed
- c. Notice to Proceed – To be signed
- d. Start Date –
- e. Performance Bond – Has been submitted.
- f. Insurance – Has been submitted.
- g. Permits – Have been obtained by the Owner

**5. COMMUNICATION**

- a. Must be through the Engineer.
- b. Must be in writing.
- c. Issue a separate piece of correspondence for each issue.
- d. A project directory will be provided with names of parties involved.
- e. The Owner will give no verbal direction to Contractor concerning changes to the work involving engineering, cost or time.

**6. SCHEDULE/CONTRACT TIME**

- a. Contract time is 305 days for Substantial Completion and 365 days for Final Completion
- b. Construction Schedule to be submitted as noted in the Contract documents.
- c. An updated schedule must be submitted with each pay request.
- d. No payments will be made without an approved schedule.

- 7. SCHEDULE OF VALUES**
  - a. Must be submitted prior to first payment request for Engineer's approval.
  - b. Note requirements for line items in the Contract Documents.
  
- 8. WAGE/PAYROLL REPORTING**
  - a. Contract will utilize Prevailing Wage Rates as noted in Section 00 7343. Contractor is responsible for providing then-current rates.
  - b. One copy of the Certified Payroll must be submitted monthly with the pay estimates.
  
- 9. TAXES**
  - a. The Owner is a public entity and as such is exempt from taxes on materials incorporated into the work.
  - b. Tax certificate to be obtained by Contractor.
  - c. The contractor should coordinate with any local jurisdictions on the requirements for local payroll tax
  
- 10. PAYMENT REQUEST**
  - a. Submit once a month to Engineer using approved form (certified payroll submitted to Owner).
  - b. Cut-off date to be the end of each of Month. AECOM should have approved copy of pay estimate by the first week of the month to be able to submit to the funding agencies.
  - c. Pencil copy to be checked by AECOM on-site rep. The agreed upon quantities will be used for payment.
  - d. Review the retention requirements in Contract.
  - e. Math must be correct.
  - f. No change order work can be billed for, or shown on the pay estimate, until change order is approved by the OWDA.
  
- 11. CHANGE ORDER/PROPOSAL REQUEST/FIELD ORDERS/REQUEST FOR INFORMATION**
  - a. Engineer will supply the forms to be used.
  - b. Engineer will initiate all change orders.
  - c. Any extra work completed without written authorization by the Engineer/Owner will be at the Contractor's risk.
  - d. The Owner and the OWDA must approve all change orders before Contractor can bill.
  
- 12. SUBMITTAL LOG & SUBMITTAL SCHEDULE**
  - a. Must be submitted as noted.
  - b. Submittal schedule must be submitted before first pay estimates.
  
- 13. SHOP DRAWINGS/SAMPLES/CERTIFICATIONS**
  - a. All submittals will be transmitted electronically for review
  - b. All submittals must be properly identified.
  - c. All submittals must be stamped by the Contractor.
  - d. Improperly identified submittals will be returned without review.

- e. Up to 3 hard copies of each approved submittal will be supplied by the Contractor.
- f. All deviations from the specifications must be noted by the Contractor on the submittal. Any submittal that contains deviations that are not noted will be marked Does Not Conform and returned.

**14. RECORD DRAWINGS, AS-BUILT DRAWINGS, PRE-CONSTRUCTION PHOTOS, PROGRESS PHOTOS**

- a. It is the responsibility of the Contractor to maintain an updated copy of the drawings showing all as-built changes.
- b. The Contractor will supply a clean set of as-built drawings of the project at Contract completion. As-built information must be drawn to scale and dimensioned on each sheet so that a complete record of the exact location is noted. Simply taping the proposed change order or field order to the drawings is not enough. Engineer will review the as-built information at each progress meeting. Up to date and accurate as-built information must be properly recorded or payment may not be processed. The Contractor is required to survey the x,y,z coordinates of all work on the completed project, and submit this to the engineer in an electronic format.

**15. PROGRESS MEETINGS**

- a. Progress meetings to be held once a month.
- b. 1st Meeting
  - 1. Location –
  - 2. Day –
  - 3. Time –

**16. TEMPORARY FACILITIES**

- a. Location of Contractor's Trailer.
- b. Requirements noted in Contract Documents.
- c. Unless otherwise noted, Contractor is responsible for all costs and coordination of temporary utilities.
- d. The Contractor is responsible for preparing a SWPPP. This must be submitted to the Owner and Engineer prior to work on the site.

**17. UTILITIES REMARKS**

- a. It is the responsibility of the Contractor to contact OUPS 48 hours prior to any excavation.
- b. The local utilities are listed on the General Notes sheet. This is not guaranteed to be a complete list.
- c. It is the responsibility of the Contractor to identify and notify all local (non- OUPS) utility owners of the pending work and provide emergency phone numbers.

**18. SAFETY/SECURITY/CLEAN-UP**

- a. Safety of the construction site is the responsibility of the Contractor.
- b. The Contractor is obligated to perform cleanup of the construction area on a regular basis (daily if needed). This includes dust control and street cleaning.

**19. FIELD TESTING AND START-UP**

- a. Contractor must give 24-hour notice of testing.

- b. All test reports/data must be delivered to Engineer in a timely manner.
- c. \$30,000 Allowance for materials testing as directed by the Owner

**20. PUNCH LIST/SUBSTANTIAL COMPLETION**

- a. Contractor will notify Engineer in writing when they have reached Substantial Completion.

**21. PROJECT CLOSEOUT**

- a. As-Built drawings must be submitted.
- b. Spare Parts must be delivered to site.
- c. All warranty and special warranty information called for in the specifications must be provided.
- d. As a condition of final payment, all requirements of the Division One specification sections regarding submittal information, installation and start-up documentation must be complied with, along with any specific requirements contained in other specification sections.
- e. Final survey information must be provided with electronic files (x, y, and z coordinates) for proper incorporation into the as-built drawings to the Owner.
- f. Lien waivers from all subs and suppliers must be included with final pay estimate

**22. COMMENTS/SPECIAL CONDITIONS**

OWNER:

- a.
- b. .

CONTRACTOR:

- a.
- b.

ENGINEER:

- a.
- b.

FUNDING and REGULATORY AGENCIES

- a.
- b.

**23. OPEN DISCUSSION**