

**Pre-Construction Meeting
September 9, 2009
Lima Water System Improvements
Contract 1: Upground Reservoir**

MEETING MINUTES

1. Introduction
2. Project Personnel
 - a. Project Contact List and Meeting Sign-In Sheet are attached. Attendees from:
 - i. City of Lima
 - ii. Allen County Engineer's Office
 - iii. ES Wagner
 - iv. ODNR
 - v. BBCM
3. Contract Compliance Requirements
 - a. Dam permit has been obtained.
 - i. ODNR to be notified 2 days in advance of activities (core trench, fill placement, backfill of pipes through embankment, rip rap on interior). Wagner to give BBCM a minimum of 3 day notice for these activities, and BBCM will contact ODNR. Mia went over ODNR letter dated 9/3/09 (issued during meeting). Joe Troxell is the registered professional engineer responsible for this project. Any changes to the embankment or structures in the embankment are subject to approval by ODNR (ODNR is aware of the addendums and the first change order). Can do minor change orders over the phone with ODNR.
 - ii. ODNR will observe reservoir at completion. Final inspection 1 year after approval (observed for 12 months), at that time surety bond can be released if all punch-list items have been addressed in an acceptable fashion.
 - iii. Always put permit number on correspondence (2009-342). Permit is valid for two years (expires 9/3/2011). Can ask for an extension.
 - iv. ODNR stated that this meeting satisfied the requirement for the Pre-con meeting in the permit. Weekly reports are to be submitted by BBCM. Reports to include test results, how problems in the field are resolved, documented 8-inch lifts, at least 95% compaction with -1 to +3% moisture. All tests need to meet both moisture and compaction requirements.
 - v. Field tile to be completely removed underneath the embankment.
 - vi. ODNR prefers to have ample details in project submittals.
 - vii. Plan for winter shut down. Contractor to develop plan on how winterization will occur. Construction of the embankment and structures in the embankment between Dec. 1 and April 15 is subject to approval by ODNR. BBCM to coordinate with ODNR for approval of any construction activities.
 - viii. Since the ODNR filing fee was already at the maximum, increases in the fee total is not subject to escalation if the construction cost increases by 15% or more.
 - ix. Record drawings due at completion. Record drawings to show field tile locations. Wagner to submit surveyed locations to BBCM in accordance with the Specifications. EAP and O&MI Manual also due before the final ODNR inspection. BBCM to submit.
 - ix. ODNR would like to be invited to progress meetings. ODNR will contact BBCM if there are any issues that need to be addressed.

- b. Contractor SWPPP.
 - i. OEPA reviews within 21 calendar days. Wagner has put together the SWPPP in house. Wagner will submit it shortly to BBCM. County wants a copy of the SWPPP. Wagner to submit 4 copies.
 - c. BBCM provided ES Wagner with 10 copies of the Project Manual and 13 copies of the plans – 5 full-size sets and 8 half-size sets.
4. Prevailing Wage Rates
 - a. To be handled by the City of Lima (LuAnn Pough). Mike Caprella stated that the local unions have been looking closely at prevailing wage reports.
 5. Insurance in force documentation.
 - a. Forthcoming from ES Wagner. Builders Risk Insurance is not required for reservoir if Wagner has suitable coverage, as noted in the Addendums. Wagner expects to submit insurance certificates in next few days.
 6. Submission of list of Subcontractors. Jim Wilson stated that there were no changes from their bid submittal. ES Wagner to complete the earthwork and cast-in-place concrete. Major subs: Vermillion for clearing, Lake Erie for fencing, and Deitering for seeding and plantings.
 7. Coordination with City and other Contractors. Will need to tie into pipeline (Atlas is the pipeline contractor). Whoever gets there last does the tie in. BBCM to provide Wagner with Atlas contact. No special coordination with City. BBCM is testing soil and concrete for reservoir, pump station and pipeline.
 8. Designation of personnel representing the parties in this Contract and the Engineer.
 - a. Joe Troxell is Project Manager (PM). All submittals go to Joe.
 - b. Matt Roeckner is the BBCM lead site representative.
 - c. Brian Smith is Wagner PM and Site Supervisor.
 - d. Terry Beaverton is the Arcadis Field Representative for the pump station and the pipeline projects.
 9. Procedures and processing of various types of submittals
 - a. ES Wagner →BBCM → City of Lima
 - b. Submittals.
 - i. Submittals are to be sent to BBCM for review.
 - ii. Submittal status tracked on BBCM Master Submittal Log
 - iii. Contractor responsible for all items in the Project Manual
 - iv. Submit a minimum of 4 copies to BBCM Project Manager:
 - (1) 1 - BBCM,
 - (2) 1 - City of Lima,
 - (3) 1 - ODNR,
 - (4) 1 - Returned to Contractor.
 - (5) Provide additional copies if Contractor requests more than 1 original copy.
 - v. BBCM requests digital copies (by email) of shop drawings on full-size plan sheets in addition to originals.
 - vi. Contractor Reports: Submit Daily Reports to BBCM within 3 working days.
 - c. Field decisions.
 - i. BBCM will issue a field work order (FWO) to initiate changes in the field. All work will be authorized by all parties before starting
 - d. Substitutions. None proposed at this time.
 - e. Applications for payments.

- i. Billings and submittals are to be submitted to BBCM for approval prior to submittal to the City.
 - ii. Change orders will go to BBCM for review and then passed on to the City of Lima for approval.
 - f. Request for Proposals (RFPs).
 - g. Contract Modifications.
 - i. City of Lima →BBCM → ES Wagner
 - h. Record Documentation.
 - i. Record Drawings and Specifications are to be located in the job trailer and updated with all modifications and encountered field tiles (location, diameter, and orientation).
 - i. Contract Closeout Procedure.
10. Scheduling.
- a. Wagner plans to generally work five 10-hour days, and use Saturdays as weather make-up days. Major embankment work next year. Possibly six 10-hr days or double shift next summer. This winter Wagner plans to work on stormwater drains, embankment drain and pipes under embankments. No key way trench this fall. Blanket drain to be installed this year. Not anticipating stream work this fall. Will cut down trees this fall during acceptable period. ODNR noted the key way trench should be used to locate the field tiles and should be done before the installation of the toe drain or placement of embankment fill.
 - b. Wagner submitted a schedule which BBCM accepted as the preliminary schedule required by the Contract Documents.
 - c. BBCM to submit Progress Reports on a weekly basis. Reports will be submitted electronically to all parties. No hard copies. Progress Reports will also be posted on BBCM's project website: http://www.bbcm.com/Lima_Reservoir_2009.asp
 - d. All work to be completed within 665 calendar days of the Notice to Proceed or no later than May 31, 2011 per Specification Section 01305.
 - e. Substantial completion including construction, seeding and mulching of all embankments shall be completed by December 31, 2010.
 - f. ES Wagner to submit the construction schedule with updates as necessary. Wagner passed out a preliminary schedule through March, 2010. Effluent structure will be constructed before the influent structure because the stormwater pipe crosses over the effluent pipeline.
 - g. ODNR requires approval for certain activities between December 1 and April 15.
 - h. Multi-shift work is permitted with approval (Plan Required). No work permitted on Sundays or the following holidays: New Years Day; Memorial Day; Fourth of July; Labor Day; Thanksgiving Day; Christmas, unless approved by the Engineer per Specification Section 01100. OK to work on Saturday.
 - i. Wagner to notify Matt of BBCM once an excavator is on site so additional bulk samples can be obtained.
11. Use of premises.
- a. No access is permitted in the interior wetland areas as indicated on the Plans. BBCM to have surveyors stake one time. Wagner requested staking in the spring, before reservoir excavation.
12. Field offices, materials storage, parking and roadways. Field offices and sheds to be located at the northwest corner of Bresler. Will extend pavement, pull out south bollards, will restore when complete.
- a. Project trailer location
 - b. BBCM trailer. High speed internet connection (to email large documents). Wagner will

- also have internet.
 - c. Tool shed. Wagner asked if a ConX was acceptable. BBCM said yes, as long as it is properly secured to the site. Wagner to install electric in the shed. Shed will have a wood floor.
13. Temporary utilities.
- a. Electric and Sanitary. Workers must use the temporary sanitary facilities.
 - b. Wagner requested installation of pole on Bresler Reservoir at NW corner, dig 4 to 5 feet deep, 18-inch diameter hole. ODNR was OK with request. Must be properly abandoned at completion. ES Wagner to provide submittal with plans.
14. Safety, security and housekeeping.
- a. Access Plan to be submitted by Contractor will show ingress and egress from the site, including signage, and proposed haul routes. Wagner is working on a plan. Asked for 2 entrances at Grubb. BBCM will forward to the County. Entrances to be a minimum of 500 feet from intersections. Traffic control plan to be submitted with access plan. County needs at least 48 hours notice before road closure (Sunderland Road).
 - b. Safety Meetings – ES Wagner conducts weekly . BBCM field staff to attend. BBCM has started H&S plan for BBCM personnel.
 - c. BBCM is preparing a Health and Safety Plan for their staff.
 - d. Night-shift work. Adequate site lighting, safety precautions, equipment truck and personnel lighting will be required.
15. Procedures for testing
- a. Fill Placement
 - i. Structural fill needs to be placed at 95.0+% of the Standard Proctor maximum density and at -1.0% to +3.0% of optimum moisture. The preference is that all soil be placed at optimum or above. May need to control dust.
 - ii. Moisture content of -1.1% will not be accepted. Density of 94.9% will not be accepted.
 - iii. Structural fill is only to be placed in the presence of BBCM
 - b. BBCM will perform all soil testing: 1 density test for every 500 CY placed. Expect to have roughly 10,000 density tests. BBCM will develop moisture content-density relationship curves. Wagner to notify BBCM when excavator is on site to grab bag samples.
 - c. Areas of failing tests must be reconditioned and retested.
16. Requirements for additional copies of Contract Documents.
17. Survey Control Points. Should be on plans. Wagner requested BBCM's GPS files. BBCM to mark wetlands in spring at time Wagner expects to work in the area.
18. Allen County Engineers Office:
- a. Stormwater Permit (City of Lima). Contractor is responsible for SWPPP. BBCM will forward SWPPP to County. City is submitting County permit application and paying this fee. County can turn around permit in a few days.
 - b. Construction Entrances. County is concerned about integrity of roads, Three contractors using trucks. Roads aren't built for lots of trucks at one time. County will videotape roads and review and Wagner to complete their video recording with the County and will notify Matt Roeckner of BBCM in advance so he can be present when this work is performed. Sunderland Road is a concern since it is a township road (Township asked the County to oversee it). No restrictions on what road to use. Wagner thought Grubb would be used the most, especially for deliveries.
 - c. Sunderland Road closings (storm sewer and hauling fill material). No time limit for closing. Maintain access to house between the two stormwater pipe crossings. Soil to

be moved from Gable to Reservoir, across Sunderland – may need plates for protection. County needs 48-hr notice. Need to consider school buses.

- d. Right-of-Way Permit: Contractor responsible for permit application, bond and fee. Wagner has ROW bond, fully executed. Still needed to fill out application.

19. Progress Meetings

- a. Progress Meeting location to be determined, preferably on-site in job trailer. Likely will include Matt and Joe (BBCM), Tom (ODNR), Terry (City), Doug (County), Brian and Peggy (Wagner) Fourth Tuesday each month at 1:30 pm. Can add another meeting the second Tuesday of each month when two pay apps per month are being processed.
- b. Progress Meeting dates will be tied to Pay Apps. BBCM would like pencil copy to review at meetings. Meetings will be scheduled (monthly or biweekly) to coincide with Pay Apps.

20. Additional Questions

- a. Mike Caprella stated that a Groundbreaking Ceremony is tentatively scheduled for Wednesday September 23 at 10:30am. Wagner to get back with City about date.

Next Meeting: Progress Meeting 1 on October 27, 2009 at 1:30pm. Expect to be at job trailers on site. Amanda Township Hall is alternate location.

PROJECT CONTACT LIST

Lima Water System Improvements - Contract 1: Upground Reservoir

	<i>Title</i>	<i>Office Phone</i>	<i>Cell Phone</i>	<i>Email</i>
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ODNR - Division of Water. 2045 Morse Road., Bldg. B-2. Columbus, Ohio 43229 Ph. 614-265-6731 Fax: 614-447-9503

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Matt Roeckner	Field Representative		614-578-8256	mroeckner@bbcm.com

SIGN-IN SHEET

Name	Company	Phone Number	Email (If not listed on contact sheet)
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