

## PRECONSTRUCTION CONFERENCE AGENDA

**NOTICE TO:** Village of Edgar  
Switlick & Sons, Inc  
Wisconsin Public Services  
Charter Communications  
Frontier Communications

**PROJECT:** Edgar 2024 Street and Utility Improvements  
Edgar, WI

**CONFERENCE LOCATION:** Edgar Village Hall

**CONFERENCE DATE AND TIME:** Tuesday, April 30<sup>th</sup>, 2024; 1:00 PM

### 1. Introductions

### 2. Attendance Form **SEE ATTACHED**

### 3. Purpose of Conference

- A. Conference agenda limited to procedures and matters of a contractual nature with emphasis on matters involving Contractor. No technical questions.
- B. Representatives from funding agencies will review specific funding program requirements.
- C. Minutes will be recorded and distributed. Use this agenda to record notes.

### 4. Status of Project

- A. Present status of:
  - 1. Contract execution - Complete
  - 2. Notice to Proceed – Pending
  - 3. Permits
    - a. WDNR NOI – Complete
    - b. WDNR Sanitary – Complete
    - c. WDNR Water – Complete
  - 4. Coordination with utility companies

### 5. Schedules

- A. Contractor shall submit a sequence and schedule of work activities (bar chart or CPM).
  - 1. Review submitted schedule
  - 2. General Contractor Contacts
    - a. Foreman & Phone: **Adam - 715.551.1527**
    - b. Emergency & Phone: **Mush - 715.571.7179**
    - c. Others: **Jim - 715.571.1824 (first point of contact for most items)**
  - 3. Notify Owner and A/E five working days prior to beginning the Work.
- B. Schedule shall indicate dates for start of each portion of the work, staking requirements, and anticipated completion. **SEE ATTACHED**
- C. The required date for Substantial Completion is 90 calendar days from Notice to proceed, no later than November 1, 2024.

**NOTICE TO PROCEED WILL BE ISSUED USING 5/28 AND SUBSTANTIAL COMPLETION COMPUTED FROM THAT DATE.**

D. Liquidated damages will be \$1,045.00 per calendar day after substantial completion date.

**6. Construction Documents**

A. PDF electronic set of construction drawings and specifications will be furnished to Contractor. Contractor is responsible for distribution of the documents to subcontractors and suppliers.

**7. Utilities**

A. Wisconsin Public Services  
**RELOCATING GAS MAIN AND 5 SERVICES PRIOR TO CONSTRUCTION  
RELOCATING 3 OVERHEAD POLES AND 3 SERVICES POLES EARLY JUNE**

B. Charter Communications  
**NOT PRESENT**

C. Frontier Communications  
**NOT PRESENT**

**8. Funding Agency Requirements**

A. DNR CWF/SDWL – see separate DNR Packet **ATTACHED**

**9. Standard Forms**

A. The following forms (which will be distributed via e-mail following this conference) will be used for administering the construction:

1. Request for Construction Staking
2. Application for Payment
3. Change Order
4. Waiver of Lien (contractor's form also acceptable)
5. Affidavit of Payment and Debts and Claims
6. Consent of Surety to Final Payment

**10. Communications**

A. PM and PR are the Owner's representative and they will issue all communications. (Do not depend on verbal instructions by operators or other personnel of the Owner.)

B. Communication with subcontractors and suppliers by A/E will be at Contractor's request only.

C. Contractors shall circulate shop drawings and product data to others as needed to coordinate work.

D. Problems with local individuals, businesses, etc. should be coordinated with Owner.

**11. Communications Format**

A. Communications and submittals for this project may be in electronic or paper format, at the Contractor's option, except where otherwise indicated. For electronic communications, a PDF file is preferred. Electronic files shall be e-mailed to [shambeaug@ayresassociates.com](mailto:shambeaug@ayresassociates.com)

**12. Project Meetings**

- A. Periodic progress meetings will be held at an as needed basis.

**13. Explanations and Interpretations (of Contract Documents)**

- A. Contractor is solely responsible for ordering proper quantities and types of products and for proper materials handling, storage, and protection.
- B. PR will enforce compliance with Contract Documents.
- C. Conflicts and interpretations of documents will be reviewed by PM. Interpretations will be made in writing.

**14. Payment Procedures**

- A. Discuss proposed payment items with PR prior to finalizing payment request form to screen problem areas.
- B. Contractor shall submit monthly payment requests by the 3<sup>rd</sup> Monday of the month. Include results from required testing and (if applicable) clear title or paid receipts and insurance certificates for materials stored off-site.
- C. PM will recommend approval or request additional information and forward to Owner within 10 days of receipt of payment request.
- D. Owner will approve and pay monthly by the 2<sup>nd</sup> Monday of the month.
- E. Retainage will be 5% of the first 50% of completion; no further amounts will be withheld except as justified for incomplete or unsatisfactory work.

**15. Changes**

- A. Oral changes are not official unless confirmed in writing by a Change Order, Construction/Work Change Directive, or Supplemental Instructions/Field Order. All instructions should come through PM or PR.
  - 1. Supplemental Instructions/Field Orders are issued for items which are not expected to result in a change in time or contract amount. Contractor shall request a Change Order, if required, to adjust price or contract time.
  - 2. Construction/Work Change Directives are issued to approve changes in the work that are expected to result in a change in contract time and/or amount, but for which the parties have not yet agreed on the Change Order.
- B. Submit Change Order proposals with sufficient description, drawings, data, explanations, etc., to allow A/E and Owner to make judgments.
- C. Substitution of materials, equipment suppliers, and subcontractors are subject to A/E's and Owner's written approval.
- D. Any Claim (AIA) or Change Proposal (EJCDC) for adjustment in contract price or time of completion should be based on written notice delivered by the party making the claim to A/E and the other party promptly, but in no event later than 30 days after occurrence of the event. **ANY CHANGE ORDERS SHOULD ALSO BE SEND TO DAVE AT WDNR. FIELD ORDERS OR QUANTITY ADJUSTMENTS WILL BE PICKED UP AT END OF TPTOJECT IN SINGLE CO.**

**16. Shop Drawing, Product Data, and Samples**

- A. Submit schedule of submittals 10 days after acceptance of construction schedule.

- B. Submittals must bear Contractor's stamp, signature and date; submittals should be complete for each unit of work. All deviations from Contract Documents must be identified. Identify applicable section/article number on transmittal.
- C. Allow up to three weeks to process submittals (normally 10 days).
- D. Submittals will be reviewed for conformance with design concepts only; failure of A/E to note items which do not comply with Contract Documents does not relieve the Contractor of obligation or responsibilities of the Contract Documents.
- E. Submittals which are not in substantial compliance will be returned.
- F. Submittals will be reviewed in-house by specialist in that area. Questions should be directed to PM or PR.

#### **17. Record Drawings**

- A. Contractor shall keep a set of record drawings at the project site marked to show all changes made during construction. Dimension underground and concealed work and utilities from permanent reference points; record vertical distances. Make and record measurements to the nearest 0.5 ft..
- B. Submit record drawings prior to project completion.

#### **18. Survey and Control**

- A. Owner (through A/E) will provide staking of primary alignment (base line) bench marks, and other control as listed in the Project Manual.
- B. Submit staking request to PR a minimum of 72 hours in advance of required staking. Use A/E's Request for Construction Staking form.
- C. Any additional staking or re-staking due to alteration or removal of stakes by construction activity shall be paid for by Contractor.
- D. Construction Staking
  1. Storm Sewer: Line and grade for laser installation, stakes at 25 ft o.c. for first 100 ft, then stakes every 100 ft and at manhole and inlet locations.
  2. Water Main: Use sanitary sewer stakes where water is parallel to sanitary; new offset and minimum cuts will be provided. Where water is not parallel to sanitary, new line and minimum cut stakes will be provided on an offset at 100 ft o.c. In either case, hydrant and valve locations will be given.
  3. Curb and Gutter: Line and grade stakes to top of curb, 3 ft offset at 50 ft o.c., except 25 ft o.c. provided through vertical curves.
  4. Curb and Gutter Spot Replacement: No staking. Restore to match existing grade.
  5. Sidewalk Spot Replacement: No staking. Restore to match existing grade
  6. Streets (with Curb and Gutter): Use curb and gutter stakes; new cuts will be provided for street subgrade where new street grades are shown on Drawings.

#### **19. Testing**

- A. Testing requirements are located in the various specification section. Tests required for this project include, but may not be limited to:
  1. Soil types and compaction.
  2. Base course gradation and compaction.
  3. Asphaltic concrete density.
  4. Concrete (3 cylinders, break 1 @ 7 days and 2 @ 28 days).

- 5. Piping systems.
- B. Provide minimum 2 working days notice to PM or PR of planned testing so that test can be observed if desired.
- C. Where Contractor is responsible for testing, payment for the item requiring testing, or subsequent work placed on or over item requiring testing, will not be made until satisfactory test results are submitted to A/E.

**20. Temporary Facilities**

- A. Temporary Utilities:
  - 1. Temporary Electricity Contractor responsibility
  - 2. Temporary Water: Contractor responsibility
  - 3. Temporary Sanitary Facilities: Contractor responsibility
- B. Construction Trailers: Coordinate location of office and storage trailers with PR.
- C. Bulletin Boards and Job Signs: Only legally required signs and notices.

**21. Security and Safety**

- A. Barricades shall have contractor's name and telephone numbers. Designate hard hat and restricted areas.
- B. Contractor is responsible for maintaining a safe work site for all employees, representatives of A/E and Owner, and visitors. Contractor is responsible for enforcing compliance with all OSHA requirements as they apply to construction operations.
- C. PR is NOT responsible for acting as a safety observer for the Contractor.
- D. Emergency number for this site is: 911.

**22. Interruption of Services**

- A. Give at least 24 hour notice of closings and termination or interruption of services.
- B. Water and sanitary sewer services to buildings may be interrupted temporarily to make required reconnections to new mains, but any interrupted services shall be reconnected at end of each working day. Businesses shall not be interrupted for more than 4 consecutive hours.
- C. Operate existing facilities only with Owner's assistance.

**23. Comments, Remarks, and Announcements**

- A. Operation of existing facilities by Owner
- B. Owner to Accept **NO SPECIFIC ITEMS DISCUSSED FOR SALVAGE**
- C. Contractor to dispose of **NO SPECIFIC ITEMS DISCUSSED FOR SALVAGE**

**DISCUSSED DRIVEWAY APRONS AND CURB CUTS. WILL BE ISSUING A FO IN THE COMING WEEKS.**

Attachment B

**WDNR CME Preconstruction Meeting Agenda  
Edgar 2024 Street & Utility Project  
Village of Edgar  
SDW-5360-03 & CWF 4621-11  
April 30, 2024 at 1:00 PM**

1. Project Includes- 2024 Street & Utility Project.
2. WDNR Contacts – a contact list relevant to the project are provided at the end of this agenda.
3. Commencement – P&S approval required before commencing construction.
4. Plans and Specifications (P&S) – facilities shall be constructed according to the approved P&S. Substantive design changes/alterations must be approved by DNR plan review engineer prior to construction and installation.  
Submit conformed construction documents (i.e. P&S with incorporated addenda/alternates provided to the successful bidder) to the DNR CME.
5. Owner’s Project Representative – representative shall provide adequate inspections during construction and ensure the contractor is complying with all the permits and approvals.
6. Construction Schedule and Progress Meetings – set and maintain a schedule for construction and keep the DNR CME informed when the schedule has changed. Notify CME of all progress meetings (prefer an Outlook calendar meeting invite).
7. Quality Control – materials/equipment testing must be maintained including but not limited to soil compaction, concrete tests, liner tests, equipment performance, pressure tests, etc.
8. Erosion Control and Stormwater Management
  - a. Contractor must comply with the plans and specifications for erosion control. Anticipate problems and establish control, rather than responding to problems after the fact.
  - b. Follow the DNR new series of construction site erosion and sediment control technical standards that replaced the Wisconsin Construction Site Best Management Practice Handbook. Technical standards can be downloaded from:  
[http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html)
  - c. Permit required for disturbances over 1 acre and it must be displayed on a placard at the site. To obtain the permit, the owner must submit a Notice of Intent (NOI) application (form 3500-053) 14 working days prior to construction. Information may be obtained from the internet at <http://dnr.wi.gov/topic/stormwater/construction/>
    - Develop an erosion control plan before beginning the project and implement it.
    - Conduct weekly inspections and during rain events of 0.5” or more.
    - Maintain Best Management Practices.
    - Comply with Construction Site Stormwater Discharge General Permit conditions.
9. Dewatering
  - a. High capacity well permit is required if the combined capacity of all dewatering wells on a site is greater than 70 gpm. You may obtain the “Dewatering Well Document” and

application by contacting the high capacity well program, request a copy by email [DNRHiCapApplications@wisconsin.gov](mailto:DNRHiCapApplications@wisconsin.gov), or visit <https://dnr.wi.gov/topic/Wells/HighCap/>. A well is defined as any hole that is deeper than its width or length.

- b. General WPDES discharge permit may be necessary for any discharge of construction site dewatering water (if not addressed and approved as part of the Stormwater permit erosion control plan referenced above). For a pit/trench dewatering discharge application, visit: <http://dnr.wi.gov/topic/wastewater/GeneralPermits.html> and scroll down to pit/trench dewatering (WI-0049344-4) or contact the wastewater permit contact.
9. Environmental Review – Complete before commencing construction per online guidance: <https://dnr.wi.gov/Aid/documents/EIF/Guide/ERreviewRequirementsSDWLP.pdf>
10. Water Regulation and Zoning – WRZ permit conditions must be satisfied. Direct questions to the local water regulation and zoning specialist. DNR Fisheries Management staff can provide recommendations regarding disturbance of sensitive spawning areas if applicable.
11. WPDES Permit - where there is an existing wastewater treatment plant (POTW) and/or WPDES discharge permit, it is essential to maintain compliance with the permit throughout construction. Construct in such a way as to avoid bypassing raw wastewater. If problems arise, contact the wastewater basin engineer and CME as soon as possible.
12. Spills - if there's a spill, contact the DNR's spill hotline at 1-800-943-0003. Additional information is available at: <http://dnr.wi.gov/topic/Spills/>
13. Demolition and Solid Waste – solid waste disposal regulations must be followed for all construction and demolition waste. Disposal of clean brick, concrete, or untreated wood may occasionally be buried on site as clean fill, but this should be discussed with the municipality and performed at a site mutually acceptable to all parties. Reference <http://dnr.wi.gov/topic/waste/solidfaq.html>; <http://dnr.wi.gov/topic/demo/structures.html> or <http://dnr.wi.gov/topic/openburning/summary.html>
14. DBE Requirement - ensure the combined goal for minority, small, and woman's business enterprises for contractors is met. The Department will request information regarding DBE utilization be submitted near the end of the project.
15. Davis Bacon Requirement – DB wage rates apply and the wage rates must be visibly posted and accessible to the workers. The higher amount between Federal and State wage rates must be paid to all workers. Employee interviews should be conducted so please be certain all employees are aware of their classifications. Owner must maintain weekly certified payroll sheets from each contractor and maintain them for three years following. Information and recommended payroll form (Dept. of Labor WH-347) can be found at the following website: <https://dnr.wi.gov/Aid/documents/EIF/Guide/DavisBacon.pdf>
16. AIS Requirements - comply with or obtain a waiver for the American Steel and Iron Requirements of PL 113-76, Consolidated Appropriations Act. USEPA guidance can be found at: [http://water.epa.gov/grants\\_funding/aisrequirement.cfm](http://water.epa.gov/grants_funding/aisrequirement.cfm)

Contract specifications ("Product Submittal Requirements" or other similarly named specification section) should notify contractors of their obligation to provide AIS certification letters from each manufacturer of iron/steel items, products, and/or materials (including

municipal castings, structural steel, and construction materials). The letter shall include all the required elements described in Appendix 5 of the US EPA AIS Memo dated 3/20/2014. This includes references to the project name and location.

Items of incidental product use shall either be tracked using the Department's De Minimis worksheet found at <https://dnr.wi.gov/Aid/U AIS.html> (our preference) or submit all supporting product documentation, invoices, and costs (found at the same website).

Maintain the de minimus worksheet and manufacturer AIS certification letters (organized by specification section) at the job site throughout construction for Department review and provide these records to the owner following construction.

## 17. Change Orders

- a. Change orders must be approved by the Department before loan money is disbursed for that work. Signed copies of change orders, along with detailed documentation including contractor(s) and subcontractor(s) cost breakdown (materials/equipment/labor/bond and profit/overhead on a separate line), should be sent directly by e-mail (pdf copy is preferred) to the Department's CME.
- b. Costs must be reasonable and necessary, must relate to project scope, and must meet all eligibility requirements.
- c. "Work Change Directives" are encouraged for work not yet complete. These can be used to make an eligibility determination.

18. Direct Purchases – owner direct purchases must be reviewed and approved by the Department's CME prior to payment. Include a breakout of the materials/equipment/labor/bond/profit. Municipal tax exemption applies.

Direct purchases must be acquired in accordance with "Bid and Construction Contracts" at <http://dnr.wi.gov/Aid/documents/EIF/Guide/BidsandConstructionContracts.pdf> and our Procurement Guide at <http://dnr.wi.gov/Aid/documents/ProcurementGuide.pdf>

19. Loan Disbursement – disbursement is made for work completed within the contract dates. Email pay applications to: [DNRCFELDISBURSEMENTS@wisconsin.gov](mailto:DNRCFELDISBURSEMENTS@wisconsin.gov)
20. Construction Correspondence – questions, agendas, and meeting minutes (e.g. progress meetings) should be directed to the Department's CME. Loan correspondence should go to the Environmental Loans Project Manager.
21. Department Inspections – construction inspections will be carried out by the Department's CME. The last 5% of the loan will be disbursed following successful completion of the final inspection. The WDNR drinking water engineer must complete a startup inspection prior to placing facilities into service. Required water testing must be completed prior to this.
22. Water Quality - drinking water projects must be constructed in such a manner as to avoid contamination of the municipal drinking water supply. Contractor must follow all AWWA disinfection standards. The certified water operator must be made aware of changes made to the system that may affect its operation and the water quality and water quantity. If



problems arise, contact the drinking water field engineer and construction management engineer (CME) **immediately**.

23. Water Operator Notification – keep Village Water Operators well informed of connections being made to their system before the fact, valve/hydrant operation of that system, and water testing. Avoid loss of water system pressure of that system at all times.
24. Well Head Protection – observe proper disposal of any concrete washwater and complete new sewer main pressure testing when sewer line is within 50' of well.
25. Attachments: AIS List, AIS EPA Example Certification Letter, and DeMinimus
26. BABA: Recent federal regulations have included a new Build America Buy America (BABA) Provision for the State Revolving Loan Programs; information on BABA can be found here: <https://dnr.wisconsin.gov/topic/aid/baba.html>  
For American Iron and Steel AIS information please visit: <http://dnr.wi.gov/Aid/UAIS.html>  
Comply with all applicable "Build America, Buy America Acta Implementation Procedure."  
Also, see applicable "BIL" signage requirements.
27. Worksheet Reimbursement Resolution – IRS/DOA requirement when municipal funds are used.
28. <https://dnr.wisconsin.gov/aid/documents/EIF/Guide/Reimbursement.html>

### **WDNR CONTACT LIST**

**Constr. Management Engineer** – David Andruczyk (715-490-9072, [david.andruczyk@wisconsin.gov](mailto:david.andruczyk@wisconsin.gov))

**Drinking Water Field Engineer** – Alex Avalos (608-790-5907, [alejandro.avalos@wisconsin.gov](mailto:alejandro.avalos@wisconsin.gov))

**Wastewater Engineer** – Nicholas Lindstrom (715-492-1787, [nicholas.lindstrom@wisconsin.gov](mailto:nicholas.lindstrom@wisconsin.gov)) **Env.**

**Loans Proj. Manager** – Ashley Jimenez (608-212-7690, [ashley.jimenez@wisconsin.gov](mailto:ashley.jimenez@wisconsin.gov))

**Spill Hotline** – (1-800-943-0003)

**Dewatering Permit** – check online for contact information

**Stormwater Permit** – check issued WPDES permit for contact information

[DNRCFELDisbursements@wisconsin.gov](mailto:DNRCFELDisbursements@wisconsin.gov)

Clean Water Fund Program       Safe Drinking Water Loan Program

**Notice:** This form is authorized by ss. 281.58, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.]. **See page 2 for instructions and payment cycles.**

1. Municipality	2. Project Number	3. Request Number	4. Type of Request <input type="radio"/> Partial <input type="radio"/> Final
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**Bank Information**

**5. Has the bank information changed, or is this the first request for disbursement?**  
 Yes     No

Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	<i>For DNR Use Only</i>	
		Adjustments	Claim Amount Paid
Force Account	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management			
Construction / Equipment			
Miscellaneous Costs			
EIF Closing Costs			
<b>Total Requested</b>			

**Municipal Certification**

I certify that to the best of my knowledge the amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been the basis of any previous request. I also certify that I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.

Signature of Municipal Representative	Date Signed
Title	Telephone Number

**DO NOT WRITE BELOW THIS LINE - DNR USE ONLY**

DNR Approval and Date	DOA Approval and Date	PF <input type="radio"/> Yes <input type="radio"/> No	Project At _____ %
Project Manager Initials and Date	Comments		

## Instructions

Type or print legibly.

1. Enter the official name of the municipality.
2. Enter the project number.
3. Number the Request for Disbursement sequentially starting with 1.
4. Select "Partial" until the final request is submitted. When it is the final request, it is important that it be indicated as final.
5. Bank information is required for the first disbursement or when the bank information has changed.
  - Indicate the name of an intermediary bank (if applicable) which is connected to the Federal Reserve System and receives the initial wire transfer, as well as appropriate ABA and account numbers.
  - Indicate the name of the destination bank, account name, ABA and account number. This is the final destination of the wired funds.

The request must be signed by a municipal representative employed by the municipality. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

### **PAYMENT CYCLES**

**Request for Disbursement forms received by the DNR by the Friday before the first Wednesday of the month are disbursed on the second Wednesday of the month. Forms received by the Friday before the third Wednesday of the month are disbursed on the fourth Wednesday of the month. Changes to this schedule will be made for Federal Holidays.**



**Instructions**

Type or print legibly. Items 1 through 4 are self-explanatory. Specific instructions for each column are as follows:

1. **Date of Invoice**
2. **Payee**--Name of contractor, consultant, or vendor to whom payment has been made. Indicate municipality name for all work associated with force account for labor or equipment.
3. **Invoice Number**
4. **Total Invoice Amount**--This amount is auto-summed of based on what is entered in the Budget Categories (column 5) and the Other Funding Sources (column 6).
5. **Budget Categories**--The amount of eligible costs being claimed in column 4 must be broken down and entered under the appropriate budget categories. **Only expenditures for budgeted costs approved in the Financial Assistance Agreement (FAA) or amendment may be claimed.**

**Force Account**--Force Account is the work a municipality performs using its own employees and/or equipment. In order to disburse funds, documentation must be submitted verifying the personnel who did the work, hours worked, hourly wage and scope of work. For equipment, indicate the type of equipment and the work performed, the dates and hours of use, and the hourly cost. Enter amount to be reimbursed for personnel and equipment costs.

**Interim Financing**--Interim financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

**Preliminary Design/Engineering**--Enter contract costs for services of architectural engineers for preliminary design/engineering.

**Land/Easements**--Enter all amounts associated with the acquisition of land and easements for this project.

**Engineering/Construction Mgt.**--Enter contract costs associated with engineering/construction management for this project.

**Construction/Equipment**--Enter costs associated with the contracted construction and equipment costs. Costs not included in a construction or equipment contract should be entered on the Miscellaneous line.

**Miscellaneous Costs**--Enter costs that are outside the scope of the engineering, construction and equipment contracts. These costs can include computers, start-up laboratory equipment, materials, supplies, bid advertising, etc. Construction-related items require prior review and approval by the regional Construction Management Engineer (CME) before seeking reimbursement. The municipality must provide the CME with a copy of the vendor's invoice, procurement method used and applicable bidding and contracting documentation. Once the CME has determined eligibility and given approval, the municipality may request reimbursement.

**Closing Costs**--Enter the eligible costs for closing purposes, which includes bond counsel and legal fees.

6. **Other Funding Sources**--(if applicable) Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, municipal funds, Rural Development. These costs will not be reimbursed by the EIF.

For more information, visit <https://dnr.wi.gov/Aid/documents/EIF/Guide/pay.html>

**Complete page 5, the Davis Bacon Act Payroll Certification, if any construction costs are included with this request for disbursement.**

**Send the Request for Disbursement form, along with supporting invoices by one of these methods:**

Email: [DNRCFELDisbursements@Wisconsin.gov](mailto:DNRCFELDisbursements@Wisconsin.gov)

Fax: 608-267-0496

U.S. Mail: Environmental Loans - CF/2  
Dept of Natural Resources  
PO Box 7921  
Madison WI 53707-7921

UPS or FedEx: Environmental Loans - CF/2  
Dept of Natural Resources  
101 S. Webster Street  
Madison WI 53703

**Davis-Bacon Act Payroll Certification**

**Notice:** This certification is requested for all projects receiving federal financial assistance that must comply with Davis-Bacon requirements as indicated in the Financial Assistance Agreement (FAA). All Requests for Disbursement construction costs must include this certification. The DNR will not reimburse requested construction costs that are not supported with this Certification. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Municipality	Contractor	Project Number
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**Section 1: Certified Weekly Payroll**

Davis-Bacon requires contractors to submit a certified weekly payroll for all laborers and mechanics who worked on the job site. This certified payroll is submitted to either the municipality or consulting engineer and is kept on file in case of a wage dispute.

**Indicate Weekly Payroll Dates Covered by this Certification:**

From	To	From	To
From	To	From	To
From	To	From	To
From	To	From	To
From	To	From	To

**Section 2: Periodic Interviews with Laborers and Mechanics**

**Interview Verifications:**

Interviews are **encouraged** if there is suspicion that a contractor or subcontractor is at risk for violating prevailing wage requirements. If a violation is alleged or reported, the recipient must conduct the necessary investigation, which may include interviews. An interview form such as Standard Form 1445, HUD Form 11 or equivalent should be completed with the interview and kept on file.

Contractors are required to maintain payrolls and basic records for three years from the date of project completion.

**Section 3: Certification Statement**

I certify that, to the best of my knowledge, this project complies with Davis-Bacon and Related Acts and that:

- All laborers and mechanics employed by contractors and subcontractors were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents, and
- The Davis-Bacon poster was posted at all times by the contractor and subcontractors at the work site.

Signature of Municipal Official	Title of Municipal Official	Date Signed
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# EMPLOYEE RIGHTS

## UNDER THE DAVIS-BACON ACT

### FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

#### PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

#### OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

#### ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

#### APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

#### PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)



*This information is being provided to assist in determining which items must meet the Federal AIS requirements. AIS and Non-AIS lists come from EPA guidance documents but may not be comprehensive. In consultation with EPA, the special case on well pumps describes which components of well pumps must meet AIS requirements.*

## **AIS**

Lined or unlined pipes or fittings

Manhole Covers

Hydrants

Tanks

Flanges

Pipe clamps and restraints

Valves

Reinforced precast concrete

Municipal Castings

    Access Hatches

    Ballast Screen

    Benches (Iron or Steel)

    Bollards

    Cast Bases

    Cast Iron Hinged Hatches, Square and Rectangular

    Cast Iron Riser Rings

    Catch Basin Inlet

    Cleanout/Monument Boxes

    Construction Covers and Frames

    Curb and Corner Guards

    Curb Openings

    Detectable Warning Plates

    Downspout Shoes (Boot, Inlet)

    Drainage Grates, Frames and Curb Inlets

    Inlets

    Junction Boxes

    Lampposts

    Manhole Covers, Rings and Frames, Risers

    Meter Boxes

    Service Boxes

    Steel Hinged Hatches, Square and Rectangular

    Steel Riser Rings

    Trash receptacles

    Tree Grates

    Tree Guards

    Trench Grates

    Valve Boxes, Covers and Risers

Structural Steel - rolled flanged shapes, having at least one dimension of their

cross-section three inches or greater, which are used in the construction of bridges, buildings, ships, railroad rolling stock, and for numerous other constructional purposes. Such shapes are designated as wide-flange shapes, standard I-beams, channels, angles, tees and zees. Other shapes include H-piles, sheet piling, tie plates, cross ties, and those for other special purposes.



Construction Materials - articles, materials, or supplies made primarily of iron and steel, that are permanently incorporated into the project, not including mechanical and/or electrical components, equipment and systems. Some of these products may overlap with what is also considered “structural steel”. This includes, but is not limited to, the following products: wire rod, bar, angles, concrete reinforcing bar, wire, wire cloth, wire rope and cables, tubing, framing, joists, trusses, fasteners (i.e., nuts and bolts), welding rods, decking, grating, railings, stairs, access ramps, fire escapes, ladders, wall panels, dome structures, roofing, ductwork, surface drains, cable hanging systems, manhole steps, fencing and fence tubing, guardrails, doors, and stationary screens.

DeMinimus Incidental Components Requirements: are generally low-cost components that are essential for, but incidental to, the construction and incorporated into the physical structure of the project. Examples include small washers, screws, fasteners, miscellaneous wire, corner bead, ancillary tube, etc. **Total** DeMinimus components must be  $\leq 5\%$  of total cost of materials used in and incorporated into the project. **Individual** DeMinimus component must be  $\leq 1\%$  of total cost of materials used in and incorporated into the project.

### **Special Cases (Well Pumps)**

Inside the well: casing, stainless steel strainer, threaded column pipe coupling, and drop pipe should meet AIS requirements. On top of the concrete pump base: the steel base plate should meet AIS requirements. Any discharge pipe, shut-off valve, air/vacuum relief valve installed downstream from the discharge head shall meet AIS requirements.

The well pump is excluded from the requirement as it is an electrical/mechanical device (see USEPA final guidance dated 3/20/2014, Item Nos. 11-24). Department opinion is that the lineshaft, lineshaft couplings, and the lineshaft spiders are part of a lineshaft pump assembly and may be excluded. The lineshaft pump base (discharge head) with stuffing box could be considered a mechanical device. However, we recommend that the pump contractor attempt to locate a supplier who will certify compliance.

### **Non-AIS**

Mechanical and electrical components, equipment and systems are not considered construction materials. Mechanical equipment is typically that which has motorized parts and/or is powered by a motor. Electrical equipment is typically any machine powered by electricity and includes components that are part of the electrical distribution system. The following examples (including their appurtenances necessary for their intended use and operation) are NOT considered construction materials: pumps, motors, gear reducers, drives (including variable frequency drives (VFDs)), electric/pneumatic/manual accessories used to operate valves (such as electric valve actuators), mixers, gates, motorized screens (such as traveling screens), blowers/aeration equipment, compressors, meters, sensors, controls and switches, supervisory control and data acquisition (SCADA), membrane bioreactor systems, membrane filtration systems, filters, clarifiers and clarifier mechanisms, rakes, grinders, disinfection systems, presses (including belt presses), conveyors, cranes, HVAC (excluding ductwork), water heaters, heat exchangers, generators, cabinetry and housings (such as electrical boxes/enclosures), lighting fixtures, electrical conduit, emergency life systems, metal office furniture, shelving, laboratory equipment, analytical instrumentation, and dewatering equipment.

# Certification Letter Example



633 Chestnut Street Suite 1200  
Chattanooga, TN, 37450

## Certification of Compliance with American Iron and Steel (AIS) Provisions

November 12, 2014

Subject: ██████████ Construction, Custer Avenue, Lyons, IL

I, ██████████ certify that the following gate valves provided to the ██████████ project in Lyons, IL are in compliance with the American Iron and Steel requirement as mandated in the Environmental Protection Agency's State Revolving Fund Programs and as interpreted by the EPA.

### Items, Products and/or Materials:

1. A-2360-19, FL x MJ Resilient Wedge Gate Valve, 6" qty. 1, 8" qty. 1
2. A-2360-23, MJ x MJ Resilient Wedge Gate Valve, 8" qty. 5

The products that are the subject of this certificate were manufactured in Chattanooga, TN.

All gate valve components are cast, machined, assembled and tested in the United States with the exception of fasteners, stem material and two small castings (stuffing box/op nut) which account for less than 10% of the manufacturing cost.

If any of the above compliance statements change while providing material to this project, we will promptly notify the prime contractor or the engineer.

  
██████████  
VP Product Management & Marketing

Project name/location

Specific items for project

Where the items were manufactured

Reference to AIS requirements

Signature

Bonus Points for Notary. Not required.



Notarized By:   
My Commission Expires: 5/27/18

Wisconsin Environmental Improvement Fund (CWFP & SDWLP)  
 Use of American Iron and Steel - De Minimis Final Utilization Form

The Clean Water Act, as amended, and the 2015 Continuing Resolution (P.L. 113-235) require the use of American Iron & Steel in CWFP- and SDWLP-funded projects. EPA has issued a public interest waiver for De Minimis **incidental** components. The assistance recipient wishing to use this waiver should consult with their contractor(s) to maintain an itemized list of components covered under De Minimis. At the conclusion of the project, this form should be completed and retained in the assistance recipient's project files and a copy provided to the DNR as part of the closeout documentation. **It is strongly recommended that you maintain a list as the project progresses.**

Municipality: \_\_\_\_\_

Project #: \_\_\_\_\_

NOTE: The De Minimis waiver is only applicable to the cost of materials for the entire project. Do not include other project costs (labor, installation costs, etc.) in the "Total Cost of Materials". The cost of a material must include delivery to the site and any applicable tax.

Sufficient documentation to support all costs included in this calculation must be maintained in the recipient's files.

**Funds used for de minimis incidental components cumulatively may comprise no more than a total of 5 percent of the total cost of the materials used in and incorporated into a project; the cost of an individual item may not exceed 1 percent of the total cost of the materials used in and incorporated into a project.**

Total Cost of Materials:  5% Limit:  1% limit:

Manufacturer & Component Description	De Minimis Part/Model #	Quantity (if applicable)	Cost per Unit (if applicable)	Component's Total Cost	How is Cost Documented?*
<b>Total Cost of Components deemed to be De Minimis:</b>					<b>If approaching the 5% or 1% limits, contact DNR immediately</b>
Additional lines may be inserted as necessary					

\* Documentation must demonstrate confirmation of the components' actual costs (invoice, etc.).

Completed by: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRECONSTRUCTION CONFERENCE ATTENDANCE FORM**

**PROJECT:** Edgar 2024 Street and Utility Improvements

**CONFERENCE LOCATION:** Edgar Village Hall

**CONFERENCE DATE AND TIME:** 4/30/2024; 1:00 PM

NAME	REPRESENTING	TELEPHONE #	CELL #	E-MAIL
Jennifer Lopez <i>JL</i>	Village of Edgar	715.352.2891		jennifer.lopez@edgarwi.gov
Gareth Shambeau	Ayres Associates	715.831.7616	715.977.1723	shambeaug@ayresassociates.com
David Andruczyk	WI DNR	715-492-9072	same	david.andruczyk@wisconsin.gov
JIM CHARRON	SWATLICK & SONS	-	715 571-1824	JIM, CHARRON@SWATCO.COM
Mash Swithick	Swathick & Sons		715-571-9179	Swathick Sons@gmail.com
JENN LOPEZ	V.			
Jesse Patten	WPS - Electric		715-573-0399	Jesse. Patten@wisconsinpublicservice.com
Mike Bosi	WPS - GAS	715-848-747	715-803-8009	Michael.bosi@wisconsinpublicservice.com
RAUDY WERNER	V OF EDGAR			RAUDYR055@GMAIL
KISA FUGETTE	Ayres Assoc.	715.400.7504		FugetteL@ayresassociates.com

# SCHEDULE - WILCONGIN AVE & GEORGIE WAGNER CT.

SHT. #1 OF #2

MAY

28 29 30 31

JUNE

3 4 5 6 7

10 11 12 13 14

17 18 19 20 21

24 25 26 27 28

JULY

1 2 3 4 5

X X

X X

TEMPORARY WATER



WATER MAIN (WILCONGIN)



WATER MAIN (GEORGIE WAGNER)



SANITARY SEWER (WILCONGIN) W/LA'S



SANITARY SEWER (GEORGIE WAGNER)



STORM SEWER (WILCONGIN)



SCHEDULE - WILCONSIN AVE & GEORGE WAGNER ST.

JULY

8 9 10 11 12

15 16 17 18 19

22 23 24 25 26

AUGUST

29 30 31 1 2

5 6 7 8 9

12 13 14 15 16

STORM SEWER (WILCONSIN) CONT.



STREET WORK (WILCONSIN)



STREET WORK (GEORGE WAGNER)



CONCRETE WORK (WIL. & GEO. WAGNER)



ASPHALT PAVING



RESTORATION

