

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 30th, 2024; 1:00 PM

1. **Introductions**
2. **Attendance Form**
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: _____
 - b. Emergency & Phone: _____
 - c. Others: _____
 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.
 - C. The required date for Substantial Completion is 90 calendar days from Notice to proceed, no later than November 1, 2024.

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

B. Charter Communications

C. Frontier Communications

8. Funding Agency Requirements

A. DNR CWF/SDWL – see separate DNR Packet

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

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 3rd 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 2nd 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.

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
- C. Contractor to dispose of