

PRECONSTRUCTION CONFERENCE MINUTES
DICKINSON COUNTY
2009 GRADING, PAVING & DRAINAGE IMPROVEMENTS
EAST OKOBOJI BEACH SUBDIVISION

March 12, 2009
10:00 a.m.
Board of Supervisors Room
Spirit Lake, IA

CONTRACTOR: Beck Excavating, Inc.

I. INTRODUCTION

- A. Minutes will be kept and sent to all present.
- B. Introduction of all present; sign attendance sheet.
- C. The following items and a brief review are found in Division 1 of the Iowa Statewide Urban Design and Specifications (SUDAS).
 - 1. Change Orders – prices to be agreed upon prior to work per Section 1040, Subsection 1.07.
 - 2. Contract Documents, Plans and Specifications – provide at the work site. Chris Beck has insurance information at the office.
 - 3. Postings – none required
 - 4. Stockpiled Materials – Payment per Section 2.51 of the IDOT Construction Manual 3.
Beck Excavating will not be asking for payment of stockpiled materials. Concrete Technologies may request payment for stockpiled materials (rebar). They will bring rebar in two shipments with the first half of rebar brought up the first part of June.
 - 5. Subcontracting – per Section 1080, Subsection 1.01
 - 6. Storm Water Pollution Control – per Chapter 7, Section 7B of the Statewide Urban Design and Specifications Manual
- D. Unless otherwise specified, the Iowa Statewide Urban Design and Specifications (SUDAS) for Public Improvements, 2009 Edition followed by the Iowa Department of Transportation Standard Specifications for Highway and Bridge Construction, Series 2001 and applicable General Supplemental Specifications and Special Provisions shall apply to construction work on this Project. In case of conflicting requirements, the more stringent shall apply.

II. PROJECT DETAILS

- A. Location: The project is in East Okoboji Beach Subdivision, located on the east side of East Okoboji Lake, between Elinor Bedell State Park and Arthur Heights.
- B. Work includes: Grading to establish rural cross-section and reshaping of ditches, paving 6" P.C.C. with a 1.5 foot curb section (6" high sloped curb) at locations noted on plans. Installation of storm sewer pipe, intakes, manholes and driveway culverts. Construction of earth shoulders, seeding, fertilizing and mulching, along with constructing Low Impact Development (LID) features as noted on plans. A majority of the LID work will take place in 2010.

Mardi Allen noted this is one of the biggest retrofit, LID projects in the state of Iowa. All eyes will be watching this project. The County has applied for and won several grants for the project.
- C. Contract Information: This is a Working Day Contract. Predetermined Wages are not in effect.
 - 1. Work days: Storm Sewer, Culverts, Grading & Paving: 120 days
Low Impact Development (L.I.D.) Features: 60 days
 - 2. Late Start Days: Storm Sewer, Culverts, Grading & Paving: April 6, 2009
Low Impact Development (L.I.D.) Features: April 5, 2010
 - 3. Free Time will be allowed during the 2008/2009 winter and 2009/2010 winter.

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4. Liquidated Damages: \$200/Working Day

D. Chain of Command:

1. Scott A. Brunsvold, PE; Project Construction Engineer
Jacobson-Westergard & Associates 712.380.2322
2. Jeff L. Rose, PE, Project Design Engineer
Jacobson-Westergard & Associates 712.380.5502
3. Eugene Sorbo, Project Observer (during PCC paving)
Jacobson-Westergard & Associates
4. Jeff, Scott or Rick will be inspectors for grading and storm sewer work.

E. Utilities within Project:

1. Contractor should use One-Call to confirm the location of any utility in the project area.
 - a. Scott Wilson – 402/572-6457 – QWEST
 - b. Dick Anderson – Iowa Lakes Electric Cooperative
 - c. Glen Peterson – Iowa Great Lakes Sanitary District
 - d. Lee Steckman – Mediacom
 - e. Doug Heikens – Iowa Lakes Regional Water

Gas is private with several providers. There are some LP tanks that will need to be moved (approximately 4 each).

2. Erosion Control associated with any utility work will be the responsibility of the utility company. If the prime contractor does the work, the utility company will be billed directly by the contractor. The utility company's representative will have 24 hours for review. There is a SWPPP in place for the general contractor. Beck Excavating is responsible for making sure subcontractor names and signatures are on SWPPP.

E. Restrictions Due to Right of Way

1. Project ROW's are shown on the plans as well as limits of construction. Keep construction operations within limits shown. See JWA Plan Sheet D.01 – D.32. Existing paved roads (162nd Street, 256th Avenue and 164th Street) have 66' R.O.W. All other roads within subdivision have 50' R.O.W. Of the 40 easements required, all have given verbal approval except for five (5) or six (6). JWA should be acquiring signed easements within the next week or two. The easements are mainly located at the intersections and in some areas where there is additional grading needed. Shoreline Drive between Babs Street and Paula will be shifting to the east between 40' and 50'. The new R.O.W. will be 60'. The County and the owners in that area will be swapping land. JWA is in process of re-designing the road in that area. The relocation of the road will not necessitate the need to relocate existing buried utilities. Easements for utilities will continue to exist in the present location.

F. Construction Staking Requirements:

1. Construction survey is provided by Jacobson-Westergard & Associates.
2. Requirements:
 - a. Culverts – put hubs on right-of-way at ends of culverts with offset distance and cut to apron flowline, along with cut to flowline of 4" SCH 40 pipe that is underneath culverts.
 - b. Storm Sewer – put hubs at r.o.w. Beck would like 10'-15' offset if possible.

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3. Midstate Reclamation and Trucking: Millings will go to pit east of Milford. Beck will be doing hauling.
4. Concrete Technologies – first part of June

J. Sequence of Operations:

1. Detailed schedule to be submitted prior to start of work. See attached schedule sheet provided by Beck Excavating, Inc.

Longitudinal silt fence along the lake will probably need to be installed ASAP. Frost has to come out before fence can be installed. Beck Excavating wondered if straw wattles could be used as temporary check dams so work could be done without ruining check dams. Steve Anderson thought that would work fine.

Boat ramp paving will be done after Labor Day as requested by Steve Anderson earlier.

Temporary seeding will be necessary as nothing can be exposed longer than 21 days. Temporary seeding must be done in 14 days after disturbance. Something will probably need to be done near the end of June. Beck Excavating or JWA will contact Clayton & Sons.

Clayton & Sons would like to look at ditch check locations to see if some can be eliminated if unnecessary. Will know more once they get on site and look at drainage.

Clayton & Sons asked if contractors could please notify them in advance if planning on destroying any ditch checks or silt fence locations so they can be prepared to come up and make the necessary amendments.

Steve Anderson noted that erosion control soil blankets need to be started six (6) weeks in advance of when they will be needed to get the plant growth that's necessary.

K. Weekly Working Period:

1. Beck Excavating, Inc. WORK WEEK: 5 days HOURS: 11-12 hours
 Will add half Saturdays once weather is better.
2. Concrete Technologies: WORK WEEK: 5 days HOURS dawn to dusk
 May have short Fridays depending on work load and weather.
 At this time there will be no work hour constraints put on contractor for sawing.
3. Jerald's Tree Service: WORK WEEK: HOURS
 May be working some Saturdays.

L. Source of Materials:

1. List from contractor
 Materials list is not available from Beck Excavating yet. Chris will put one together and forward it to Scott.
2. Material will not be incorporated without prior approval. Scott has been through most of the structures shop drawings Beck provided. There are some changes. The main change is that all intake structures require a minimum six (6) inch invert poured in the bottom of all intakes per SUDAS. This lowered each structure approximately, an additional four (4) inches. Scott will return drawings to Chris Beck.
3. Send two (2) copies of all certifications to Project Observer

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4. Submit paperwork from drivers making material deliveries to Project Observer

M. Inspection and Inspection Testing:

1. Certified plant inspection is to be provided by the contractor. Concrete Technologies said the ready-mix plant will do their own certified plant inspection. Maturity testing will also be used as long as the ready mix plant has the maturity curve data to do them.
2. Jacobson-Westergard & Associates will provide monitor for certified plant inspection on the project.
3. Beck Excavating, Inc. will perform weekly Erosion Control Site Inspections and after each ½" rain or greater. Copies of those need to be sent to the County. A copy of the Stormwater Pollution Prevention Plan (SWPPP) must be on site during the project and the IDNR must be aware of its location. It can either be posted on a sheet of plywood or have a mailbox for it. Copies of the inspection reports should be with it. Provide JWA with updates of locations of silt fence and check dams to update drawing.
4. Contractor to provide testing of cured concrete, i.e. coring pavement for thickness and cylinder breaks. Concrete Technologies thought Allender-Butzke will probably do this.
5. County will provide independent testing for plastic concrete and all compaction testing. Scott will talk with Dan Eckert in more detail about how the County will want to handle this testing. All compaction testing of subgrade as well as air and slump will be by County or hired out.

N. Traffic Control:

1. Closing of roads shall follow approved staging plan. Closing of other roads outside of phase being worked on will need approval of Engineer and/or East Okoboji Beach Association.

Scott has some minor modifications to the staging plan to better suit the property owners and those who are not mobile. He will get with Chris, Mardi and Concrete Technologies to go over that revised plan.

There are 3 or 4 people that are not mobile within the project limits. Emergency access must be provided at all times. A list of those names can be found on the Dickinson County Board of Supervisors website in the meeting minutes.

2. Traffic Control: Mark
w/24 Hour Phone: 605.941.0019 (cell)
Office: 605.368.9961
Chris Beck 712.330.5712

O. Water Pollution, Erosion Control, and EEO:

1. A Pollution Prevention Control Plan has been developed for this project. Contractor will have materials, equipment, and labor available on a daily basis to install and maintain the erosion control features of this project.

The prime contractor and all subcontractors who deal with storm water runoff shall sign a Co-Permittee Certification Statement before any land disturbing work begins. It is the prime contractor's responsibility to obtain and provide signed certificates for the subcontractors to the Project Engineer. Scott provided Chris with sheet for contractors to sign after the meeting.

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Inspection of the erosion control features are required at least once every 7 calendar days and after rain fall that is ½" or greater. The contractor is expected to correct any deficiency or install additional erosion control within 3 working days. Installing and maintaining erosion control features is the responsibility of the prime contractor. The prime contractor must be prepared to accomplish the required erosion control work if the subcontractor is not able to perform satisfactorily or in a timely manner.

Any tracking of dirt or mud from the project site will be cleaned up from streets as soon as possible. Install stabilized construction entrance before tracking starts.

Contractor shall provide unit prices for alternative or supplemental erosion control measures. These alternate erosion control measures will be approved or denied on an as needed basis.

2. Contractor is to notify Tom Roos with the Iowa DNR at 712/260-9269 of the start date before work begins.
3. Detailed plans have been developed to prevent soil contamination of the lakes. Refer to JWA Plan Sheets C.14, C.15 and C.19.
4. Comply with requirements of Chapter 7, Statewide Urban Design & Specifications.

EROSION CONTROL OFFICER: Chris Beck

WEEKLY INSPECTION PER SWPPP: Chris Beck

5. Steve Anderson brought up that some of the money the County is receiving for this project requires water monitoring to be done. They are gathering the information to see how well the Low Impact Development (LID) features perform. The intention is not to get anyone in trouble, however the IDNR will have full access to the results and can use the information to levy fines.

Steve also brought up the major concerns he has:

1. Tracking off site. This includes vehicles not related to the construction. Rock checks will be installed at all locations leaving the site before entering the county road to help with this.
2. Make sure the site is buttoned up for the winter.
3. Concrete wash site. Concrete Technologies said trucks will probably be washing out on site. They would like to either dig a hole/build a dam to contain the wash water then clean it up when done. Steve said that was acceptable.
4. Dewatering. If any dewatering is necessary there is a new ruling that basically states it must be filtered before it enters a stream or lake. At this time, nobody at the meeting thought they would need to be dewatering. It did, however, raise the question from Iowa lakes Electric Cooperative as to where they could dump their vacs, that contains slurry, when they put in the new underground lines. Chris Beck is going to talk with Dan Eckert with regard to this to find approved location for this material.

P. Safety Precautions:

1. Job site safety and inspections are the contractor's responsibility. Contractor must comply with Federal and State OSHA requirements;

SAFETY OFFICER: Chris Beck

PHONE NO: 712.330.5712

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Q. Frequency of Payment:

1. Jacobson-Westergard & Associates will prepare monthly Pay Estimates. Only items with appropriate certifications and paperwork to prove the materials meet the project specifications will be included in Pay estimates.
2. Estimates will be prepared during the last week of each month by the Contractor, subject to the approval of the Engineer, who will certify each approved estimate to the Board for payment on Wednesday following the second Tuesday of the following month.
3. The Engineer requests that pay requests be submitted by the Contractor no later than Thursday preceding the first Tuesday of each month or payment may be delayed.
4. Mardi wants Scott to check with Nancy Reiman, Dickinson County Auditor, on this for dates. She thought bills needed to be to Nancy by the first and third Tuesday of the month.

R. Contract Quantity Settlement:

1. Request by contractor. Submit list of bid items to Project Inspector.

S. Price Adjustment Possibilities for Out of Tolerance Work.

1. According to specifications and construction manual.

T. Pre-Pour Meeting:

1. Meeting to include contractor, concrete supplier, JWA, County Engineer's Office and testing firm.
2. Will curb and gutter be poured integral? Concrete Technologies said it looked like there may be a couple of places where pouring integral curb may be advantageous. Plans to look at areas with Scott.

Additional Comments by:

1. UTILITIES:

Rural Water: Doug Heikens thought he might need to move the water valves that are in the proposed paving because it is just a PVC riser, not a regular valve box. There would be no adjustment in the riser. Concrete Technologies said there needs to be an adjustment if they are paving over it. Because it is within the roadbed, the trench needs to be backfilled with gravel and the trenches will need to have compaction testing done on them. Scott will talk with Dan Eckert to see if gravel will be provided. Scott will also get list to Doug of where valves are located in the street. Rural Water will take care of moving any metering pits/valves. They are not sure what conflicts may exist with the water lines until they start potholing them for location and depth.

ILEC: Dick Anderson provided Scott with a drawing showing extra work needed for property owners' power hook-ups earlier. Scott has not reviewed that yet, but will contact Dick early next week to go over the list.

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Dick Anderson asked about staking R.O.W. Scott said as soon as frost goes out and stakes can be put in. In areas people want to know the R.O.W., JWA will find as many pins as possible. Then when they start staking for grading, those hubs will also be at the R.O.W. Chris Beck said it would be nice if JWA could give ILEC a plan to give them a cut every so often so they know what proposed ground will be doing, especially in enhanced swale areas. Some roads are not in the center of the R.O.W. JWA will probably start locating pins the end of this month.

Scott said Dick Anderson told him there was a new law that went into effect March 1st that a State inspection is required for hook-ups prior to turning on power. That results in additional cost per connection.

ILEC had questions with regard to stormwater precautions for electricians running power to house. Chris Beck said most water on site should be funneled to two (2) or three (3) areas where pollution prevention measures would be in place. If they are doing work where drainage from the area would go directly to the lake, then they need to take measures to prevent pollution.

Scott Brunsvold is to look at areas to see if utility poles need to be moved and lines buried. He thinks there are some areas where the poles are far enough out of the way and do not need to have the lines buried. ILEC cautioned that there is a domino effect when you remove the poles. It usually affects more than just the poles that need to be removed. Scott is hoping to get with ILEC early next week to make sure everything is covered.

QWEST: Does not appear much for utility relocation in first couple phases other than a few pedestal relocations. Will have someone on site that will be authorized to move anything, just need to give them a call.

IGLSD: Manholes that need major adjustment: Once get barrels pulled off, Jim Leinbaugh needs to look at them and see if they are acceptable to use. If they are, haul to Treatment Plant.

There are some castings Iowa Great Lakes Sanitary District (IGLSD) is providing to upgrade some of the older castings along the lakeshore streets that run north and south. Manhole castings will be delivered to site mid April. There are a couple castings that are part of the contract. They are for the existing metering manholes. They currently have the big 7' diameter concrete lid with square casting. Those will be taken out and replaced with 36" diameter riser rings and pipe with new casting. The Engineer reminded Chris Beck to check with his casting supplier to make sure those castings have been accounted for.

Jim Leinbaugh reminded Concrete Technologies that IGLSD has regulations regarding the number and size of rings that can be used. It is spelled out in the Specifications. Pouring the adjustment is not acceptable. A certificate of insurance from anyone working on the sanitary sewer must be sent or faxed to the Iowa Great Lakes Sanitary District and its employees. The fax number is 712.338.2627. They definitely need one from Concrete Technologies but thought they already had one from Beck Excavating.