



**Pheasant Run Roadway Maintenance Association (PRRMA)
2013 Pavement Repair Plan
Pre-Construction Meeting Minutes**

Date: July 31st, 2013

Meeting Date: July 25th, 2013

Location: Canton Township Administration Building – Leisure Services Meeting Room

Attendees: Bill Serchak, PRRMA – Canton Township
Debra Bilbrey-Honsowetz, PRRMA – Canton Township
Valerie Krimmer, PRRMA – Fairways
Mark Waldbauer, PRRMA – Pheasant View
Jake Ensley, Spalding DeDecker Associates
Rob Wilson, Nagle Paving Company

A pre-construction meeting was held for the PRRMA 2013 paving project. A copy of this document is provided for all to review and identify project deliverables and requirements of the parties to the contract and should be read in conjunction with the complete Bidding Documents. Any items not specifically listed within the Pre-Construction Meeting summary below will remain required of the contractor per the Contract Bidding Documents.

The following items were noted during the meeting:

1. Contract Review / Administrative Issues

- a. SDA supplied a contract book for all parties. This book includes the completed proposal w/ prices.
- b. Rob Wilson from Nagle Paving will provide an insurance certificate and the Performance Bond prior to start of construction.
- c. SDA, PRRMA, and Nagle Paving Co. reviewed the contract books, and executed the agreement in all (3) books, completing the contract. Alternate #1A, Alternate #2, and Alternate #3 were not accepted by the PRRMA Board and were struck out on the proposal form in each copy of the contract book. The final agreement includes the base bid, Alternate #1B, and Alternate #4 for a total of \$193,944.17.
- d. All parties have a signed, original version of the contract book.
- e. Notice of Award has been issued in accordance with the contract requirements.
- f. Notice to Proceed will be issued as we move closer to the start date of construction.
- g. The substantial completion date was set as Friday, October 25th, 2013 and the final completion date was set as Friday, November 15th, 2013.

2. Review Scope of Work

- a. The overall scope of work was reviewed.
 - i. Base bid includes:
 1. A 10 ton allowance for filling potholes along Summit Parkway that were not repaired as part of the project repair limits.

2. Isolated areas of sawcutting and patching the asphalt pavement around the roadway network.
 3. Major 2.0" and 2.5" milling and resurfacing repairs around the roadway network.
 4. An allowance for 1.0" incremental milling and resurfacing repairs to be implemented at the Engineer's discretion after the initial milling of the surface.
 5. Replacing two ADA ramps to meet ADA standards at the Sandalwood Court repair location.
 6. Sidewalk replacement at the two ADA ramp locations at Sandalwood Court to allow for compliant ADA slopes.
 7. Isolated areas of curb and gutter replacement to match existing at pavement repair sections.
- ii. Alternate #1B includes:
1. A 2.0" milling and re-surfacing repair of the entire asphalt pavement section at Mornington Court.
 2. Isolated full-depth sawcut and patch repairs of the asphalt pavement where necessary to install the proposed storm sewer pipe and structures.
 3. Tapping existing drywell at the nose of the landscaped island within the court and installing pipe to provide positive drainage from this structure and to prevent ponding at the nose of the island. The existing structure will need to be inspected during construction once exposed to determine if it is acceptable for re-use. Replacement of the structure may need to be considered if found to be in unacceptable existing condition.
 4. Installing two additional precast storm sewer structures and corresponding 12" Class IV RCP storm pipe and tapping into existing south structure to provide positive drainage into existing storm system.
 5. Curb and gutter replacement and driveway approach replacement as necessary to install new storm pipe and structures.
 6. Cleaning existing structures, re-building adjustment sections, and tuck pointing the interiors of structures as called for on the plans.
 7. Replacement of one ADA ramp and additional sidewalk at approach into Mornington Court to bring into ADA compliance.
 8. Landscaping restoration at all affected areas due to construction.
 9. Storm sewer work shall be constructed in accordance with current Charter Township of Canton Standard Details.
 10. Rob Wilson noted that they will provide gravel backfill access when possible for resident driveways during the storm sewer work and that the only real shutdown time for affected driveways will be for the one week concrete curing time.
 11. Appropriate notifications will be made to the residents affected by the storm sewer work.
 12. Rob Wilson noted that the sequence for Mornington Court will be to remove the isolated full-depth patch areas of asphalt and concrete pavement required for installation of the new storm system, the installation of the storm pipe and structures including backfilling and

choking with a gravel access layer, concrete preparation and construction, and asphalt milling and paving.

iii. Alternate #4 includes:

1. An allowance of \$15,000.00 for additional sidewalk replacement. The contractor will be given a list of the flags noted in each subdivision for replacement. Additional sections of curb and gutter or ADA ramp replacement may also come out of this allowance if deemed necessary during construction. Final costs will be based off of the supplied unit prices on the project proposal. Any portion of the allowance that is not used may be converted to other areas of work or credited back to the contract at PRRMA's discretion.

- b. Additional work may be considered for approval by PRRMA based on SDA recommendations and field conditions, but significant changes to the current scope are not likely.

3. Organization, scheduling, and administrative procedures

a. Schedule

- i. Construction is currently scheduled to start near the end of August or beginning of September. Nagle will firm up the final start date and inform all parties as we move closer to the start.
- ii. Nagle will take approximately 30 days to complete the project.
- iii. All concrete work will be done in one mobilization.
- iv. Asphalt work will follow completion of concrete. All milling will be done in one mobilization, but will be phased appropriately to provide access as necessary, especially on Summit Parkway. All paving will be done in one mobilization as well, but will also be phased to provide adequate access.
- v. Restoration will be the final item on the schedule.
- vi. Rob Wilson noted that his goal is to be done by mid-October.
- vii. Schedule for all work items is "weather-dependent".
- viii. Approximate work hours will be from 7AM to 7PM.

b. Identification of Key Individuals

- i. PRRMA Main Contacts: William Serchak and Debra Bilbrey-Honsowetz.
- ii. Nagle Paving Company: Rob Wilson – (248) 765-3124 – mobile.
- iii. Spalding DeDecker Associates: Jake Ensley – (248) 230-0295 – mobile.

c. Channels of Communication

- i. Debra Bilbrey-Honsowetz handed out the communication plan for the 2013 paving project noting the responsibilities of PRRMA and the contractor, respectively.
- ii. PRRMA will provide a "blanket" mailer to all residents approximately two weeks prior to the start of work.
- iii. PRRMA will also provide regular updates to the PRRMA.ORG website including a timetable on the website indicating the work to be done in a specific area along with specific scheduling information as it becomes available.
- iv. PRRMA handed over banners to Rob Wilson noting "Roadwork Scheduled Soon" that are to be set up on five (5) Type 3 Barricades around the roadway network to inform the residents of the upcoming construction period.
- v. Nagle will provide notifications on garages/mailboxes/doors to residents directly affected by the asphalt and concrete work.

- vi. Good communication between the contractor, SDA, and PRRMA will be maintained.
- vii. Nagle will be required to communicate daily with PRRMA and keep them informed of the schedule and progress. PRRMA needs this information to keep their website up to date, and facilitate homeowner cooperation with the work.
- viii. Nagle is to provide a minimum of 48 hours time period to notify homeowners of work that will be occurring in front of their homes.
- ix. Nagle shall notify PRRMA and SDA of any delays in their schedule due to rain days through an e-mail. PRRMA will then notify representatives, which will notify residents of any changes in schedule.
- x. Special care will be taken to ensure that the Mornington Court residents affected by the storm sewer installation work are notified of the schedule and when their driveways may be shut down for curing.

d. Change Orders

- i. Change orders will be processed through SDA, and will require prior approval from PRRMA. The contractor shall notify SDA of any additional work that may result in a change order prior to starting the work. PRRMA may require up to 24 hours for approval of additional work, but will try to get an answer as soon as possible.
- ii. SDA will be on-site during milling operations to mark incremental milling areas and utilize some or all of the allowance included in the contract. If a portion of the allowance is unused, SDA will coordinate with the contractor and PRRMA to determine additional areas of mill/pave work using supplied unit pricing on the proposal. If this is approved, it will be done so in a timely manner to avoid re-mobilization of the mill and/or paving crews. Any portion of the allowance not used or converted to additional work will be credited back to the contract.

e. Quality Control

- i. SDA will be on site periodically to witness asphalt/concrete paving work and storm sewer system installation.
- ii. Nagle is to coordinate with SDA so they can be on-site for inspection at critical points throughout the project. Specifically, SDA will need to witness milling operations, inspect the milled asphalt base, and witness asphalt paving operations.
- iii. SDA will coordinate testing procedures such as concrete material testing and density testing as necessary.

f. Submittals

- i. Material submittals are to be submitted by Nagle to SDA for approval at least one week in advance of performing the related work item. Submittals for this project include:
 - 1. HMA Mix
 - 2. Concrete Mix
 - 3. Aggregate Base
 - 4. Storm Sewer Pipe
 - 5. Storm Sewer Structures
 - 6. Storm Sewer Castings and Covers
 - 7. Storm Sewer Backfill Material
 - 8. Cast-In-Place Detectable Warning Strips (Brick Red)

4. Job Site Provisions

- a. Traffic control is the contractor's responsibility, and will play a substantial role in successful completion of this project. Since Summit Parkway is a higher traffic road, both sides will not be able to be closed to traffic at the same time. Nagle will provide "two-way" signs at Summit Parkway.
- b. Rob Wilson noted that he plans on having flaggers at both ends of work areas during milling and paving operations, as well as a combination of barrels and cones.
- c. All full depth removals will be barricaded and secured.
- d. Good communication and issuing of mailers will be key to coordinate with all project parties and inform homeowners of work operations.
- e. A staging area was identified on Summit Parkway, between the Summit on the Park building and the golf course. Equipment and/or materials may be temporarily staged in this location. Any restoration work to landscaping, sidewalk, or curb that results from staging operations will be the contract's responsibility. Rob Wilson noted that Nagle Paving will replace 8 flags at this location that were damaged as part of last year's project at no cost. They will wait until the project is finished since this area will be utilized for this year's project as well.
- f. Sand blotting of tack coat truck tires, and limitations on the entrances/exist for construction traffic will be utilized by Nagle to reduce the amount of tack coat on the roadways.
- g. Nagle will utilize a sweeping truck as needed to maintain cleanliness of the site.
- h. Good conduct is required by all contractor and sub-contractor representatives. Safety vests are required.
- i. Construction safety is the sole responsibility of Nagle Paving Company.
- j. Typical incidental items for repair by Nagle may include but are not limited to: Irrigation lines and broken tree branches. The items can be coordinated directly with homeowners.
- k. Nagle Paving noted that they will typically not negotiate with individual homeowners for residential projects apart from the overall PRRMA project unless certain circumstances may allow for consideration.
- l. Nagle will coordinate with the golf course when scheduling milling and paving on Summit near their parking lot entrance to provide adequate access and make sure that it is not scheduled during any major golf course events. Debra Bilbrey-Honsowetz noted that she will get in touch with the golf course as well to identify any major outings or events.