

**BRUCE CAHOON WATER TREATMENT PLANT
AND APPURTENANT WORK
HARWICH, MASS**

**PRE-CONSTRUCTION MEETING
OCTOBER 6, 2010**

MEETING MINUTES

I. ATTENDEES

Craig Wiegand, Town of Harwich
Paul Costello, Polaris Consultants
Jason Federico, Polaris Consultants
Ted Galeota, Weston & Sampson (W&S) CMR
John Hanifin, W&S CMR

II. OVERVIEW

Polaris Consultants presented an overview of the construction meetings that will be taking place, in accordance with Specification Section 01200. The pre-construction meeting is taking place in accordance with Section 01200-1.4. The purpose of this meeting is to discuss the Contract Award documentation and, as with future meetings, the progress of the work and schedule, submittals, progress payments, and outstanding issues.

III. CONTRACT AWARD DOCUMENTATION

A Notice of Award (Section 00550) was signed by the Board of Harwich Water Commissioners on September 28, 2010. In accordance with the Notice of Award, W&S CMR has ten days to execute the contract agreement and furnish the required Performance and Payment bonds and Insurance Certificates for review. These documents have generally been submitted. The bonds, the proposed Rider, Insurance Certificate and agreement forms have also been submitted to Town Counsel for review (see submittal review below).

IV. SUBMITTAL REVIEW

The submittal review to date is summarized on the Submittal Log dated October 5, 2010 and provided in Attachment One. In addition to the project binds and insurance information, W&S CMR has also submitted a proposed Schedule of Values and an updated project schedule (Attachment Two). In general, the bonds and insurance are awaiting Town Counsel comments. It has also been requested that the Insurance Certificate(s) be revised and resubmitted to meet the requirements of Article 5 of the Supplemental General Conditions, including Section 00700-5.05 as related to Builder's Risk.

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The Schedule of Values has also been approved and it was requested that the Construction Schedule be revised and resubmitted to reflect the approved Schedule of Values.

V. SCHEDULE ISSUES

There are no scheduling issues at this time.

VI. FORESEEABLE TWO WEEK SCHEDULE OF ACTIVITY

In the coming weeks, the Town will complete its review of and execute the Contract Agreement. A Notice to Proceed is anticipated for mid-October 2010. In the meantime, W&S CMR will begin compilation of submittals, permitting activities (Harwich Building Department) and mobilization of the trailer to the Site. Work at the Site is scheduled to begin on or around November 1, 2010.

The next project meeting will be scheduled for late October.

VII. OLD BUSINESS

There are no outstanding issues at this time.

VIII. NEW BUSINESS

W&S CMR has requested additional copies of the project plans and specifications. John Hanifin will coordinate the specific number and pickup/delivery with Polaris Consultants.

The Town spoke to W&S CMR about the preliminary desire to install a clear well along the east side of the building. W&S CMR proposed that a pre-cast structure similar to the one installed in Carver, Massachusetts be investigated. The timing of the pre-cast unit installation in relation to the cast-in-place concrete footings would also have to be considered. W&S CMR will provide the Town with the plans and details for the pre-cast Carver structure. If the proposed structure is acceptable to the Town, the Town will request pricing from W&S CMR as an Extra Work Order.

W&S CMR has also developed a preliminary Request for Information (RFI-1) for questions posed by their concrete reinforcing steel subcontractor, Barker Steel. It was requested by Polaris that the questions be formally submitted in writing.

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IX. TOWN COORDINATION ISSUES

In anticipation for the permitting of the project, W&S CMR was provided with the Harwich Building Department Permit Guidelines. The Water Department will be making an informational presentation to the Planning Board on Tuesday October 12, 2010.

X. NEXT MEETING

The next project meeting will be scheduled for late October.

ATTACHMENT ONE

SUBMITTAL LOG

SUBMITTAL NUMBER	ITEM / DESCRIPTION	SPEC. SECTION	DATE RECEIVED	DATE REVIEWED	DATE RETURNED	ACTION TAKEN					COMMENTS
						NET	REJ	SSI	R+R	MCN	
1.0	Performance Bond	00610	9/24/2010	Ongoing					X		Rider attached to contract but not signed by Town. Requires dating of Power of Attorney document.
2.0	Payment Bond	00620	9/24/2010	Ongoing					X		Rider attached to contract but not signed by Town. Requires dating of Power of Attorney document.
3.0	Certificate of Insurance - Workers Compensation, General, Automobile & Contractual	00700 \$5.04	9/24/2010	9/29/2010					X		Clarity Needed on Builder's Risk Coverage (per SGC-5.04.B.4) and Town Counsel comments of 10-7-10.
3.1	Certificate of Insurance - Owners Protective Liability	00700 \$5.04	9/28/2010	9/29/2010			X				\$1,000,000 Each Occurance and General Aggregate
3.2	Certificate of Insurance - Builder's Risk (Fire Insurance)	00700 \$5.04									Amount Equal to Insurable Value of Contract
4.0	Schedule of Values	01370	9/26/2010	9/27/2010					X		AIA Document D401 Approved as Form. More detail requested per Section 01370
4.1	Schedule of Values	01370	9/27/2010	9/28/2010			X				
5.0	Construction Schedule	01311-1.6	9/14/2010	9/15/2010					X		Requested that Construction Schedule to Mirror

ATTACHMENT TWO

REVISED SCHEDULE

Bruce Cahoon Water Treatment Facility
Harwich, MA

<u>Task</u>	<u>Duration</u>
Submittals	October 1, 2010 - December 31, 2010
Equipment Fabrication	December 1, 2010 - April 1, 2010
Site work	November 15, 2010 - February 25, 2011
Erosion Control	November 15, 2010 - November 19, 2010
Site Grading	November 15, 2010 - January 14, 2011
Lagoon Excavation	December 6, 2010 - January 7, 2011
Site Utilities	January 10, 2010 - February 25, 2011
Site Cleanup/Paving	August 8, 2011 - September 9, 2010
Concrete	December 6, 2010 - March 11, 2011
Exterior Concrete	December 6, 2010 - January 21, 2011
Interior Concrete	January 24, 2011 - March 11, 2011
Building	March 14, 2011 - May 20, 2011
Building Erection	March 14, 2010 - May 6, 2011
Mason	May 9, 2011 - May 20, 2011
Equipment/Piping	June 6, 2011 - August 19, 2011
Install Manganese Equipment	April 4, 2011 - April 8, 2011
Piping and Valves	June 6, 2011 - July 15, 2011
Chemical Feed Equipment	July 18, 2011 - August 19, 2011
Instrumentation	June 20, 2011 - August 19, 2011
Painting/Plumbing/HVAC/Electrical	June 6, 2011 - August 19, 2011
Painting	May 23, 2011 - June 3, 2011
Plumbing	June 6, 2011 - August 5, 2011
HVAC	June 6, 2011 - August 5, 2011
Electrical - Site and under Concrete Slab	January 10, 2011 - March 11, 2011
Electrical - Building	June 6, 2011 - August 19, 2011
Startup	August 22, 2011 - September 23, 2011
Completion	October 1, 2011

*REQUESTED TO
MOVE UP
EARTHWORK*