

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

**PROJECT PROGRESS MEETING #1
OCTOBER 22, 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. OUTSTANDING CONTRACT AWARD DOCUMENTATION

The outstanding Insurance Certificate and supporting documentation has been provided to the Town's carrier for review, per Town Counsel recommendations (see submittal review below).

III. SUBMITTAL REVIEW

Administrative

The submittal review to date is summarized on the Submittal Log dated October 21, 2010 and provided in Attachment One. It has 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. In addition to the project insurance information, W&S CMR has also submitted a proposed Cash Flow of Scheduled of Values to act as an updated project schedule.

Technical

Technical submittals that have been reviewed include the Concrete Mix Design and Concrete Reinforcement. Both require re-submittal.

IV. SCHEDULE ISSUES

A discussion took place to expedite the excavation of the foundation from mid-November to early November, in an attempt to have the foundation placed by the end of December. To achieve this the building (foundation) permit has to be obtained, the Concrete mix and rebar submittal require approval, and layout must commence.

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

**PROJECT PROGRESS MEETING #1
OCTOBER 22, 2010**

MEETING MINUTES

V. FORESEEABLE TWO WEEK SCHEDULE OF ACTIVITY

W&S CMR will conduct the following task in the coming weeks:

1. Continue with submittals;
2. Permitting activities (with Harwich Building Department);
3. Mobilize the trailer to the Site, including electrical hookup (w/o 10/25/10);
4. Procure the services of Coastal Engineering to verify existing conditions and start proposed layout (w/o 10/25/10);
5. Begin Site Preparation work (on or around 11/1/10).
6. Excavation to begin soon thereafter and foundation work to last an estimated 6 weeks.

VI. OLD BUSINESS

The Town and Polaris spoke to W&S CMR in more detail about a possible clearwell at the east side and well away from the proposed building (so as not to interfere with foundation construction). During a Site visit, the approximate location of the clearwell was walked. It was decided to provide W&S CMR with a list of clearwell items for a rough cost estimate and to revisit the layout after the building corners were located. The final design and decision on the clearwell will be made based on the estimated cost. If approved, the Town will then request pricing from W&S CMR as a formal Extra Work Order.

VII. NEW BUSINESS

Two additional RFI's will be issued by W&S CMR: (1) related to the location of smoke detectors that are required for the Building Permit Application, and (2) the location of the existing water main to the Site (the gate valve for which has been located by the Town surveyor as part of the baseline request (RFI-2).

VIII. TOWN COORDINATION ISSUES

The building permit requires forms be issued by the Town's construction oversight engineer. Polaris will work with W&S CMR to provide the necessary forms.

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

**PROJECT PROGRESS MEETING #1
OCTOBER 22, 2010**

MEETING MINUTES

IX. NEXT MEETING

The next project meeting was scheduled to be in the site trailer, on Friday November 5, 2010. Future meeting will be every other week.

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	10/14/2010	10/22/2010	X					Rider attached to contract but not to be signed by Town (per Counsel). Required dating of Power of Attorney document.
2.0	Payment Bond	00620	9/24/2010	10/14/2010	10/22/2010	X					Rider attached to contract but not to be signed by Town (per Counsel). Required dating of Power of Attorney document.
3.0	Certificate of Insurance - Workers Compensation, General, Automobile & Contractual	00700 55.04	9/24/2010	9/29/2010	Ongoing				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 55.04	9/28/2010	9/29/2010	10/22/2010	X					\$1,000,000 Each Occurance and General Aggregate
3.2	Certificate of Insurance - Builder's Risk (Fire Insurance)	00700 55.04	9/29/2010	9/29/2010	Ongoing				X		Clarity Needed on Builder's Risk Coverage (per SGC-5.04.B.4) and Town Counsel comments of 10-7-10
4.0	Schedule of Values	01370	9/26/2010	9/27/2010	10/6/2010				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	10/6/2010	X					
5.0	Construction Schedule	01311-1.6	9/14/2010	9/15/2010	10/6/2010				X		Requested that Construction Schedule Mirror Schedule of Values
6.0	W&S 001-A: Concrete Mix Design	03300-2.2	10/19/2010	10/20/2010	10/21/2010				X		Six comments related to meeting tables in Spec. Section 03300
7.0	W&S 002-A: Concrete Reinforcement	03300-2.2H	10/19/2010	10/21/2010	10/22/2010				X		Does not include RF1-1 Clarifications
R.F.I. NUMBER	DESCRIPTION	SPEC. SECTION	DATE RECEIVED	DATE REVIEWED	DATE RETURNED	NET	REJ	SSI	R+R	MCN	COMMENTS
RFI-1	Clarifications on Step Footings & Pads (from Barker Steel)	Sheets S-1 & C-1	10/7/2010	10/14/2010	10/18/2010	X					Comments addressed by Polaris and Lin Associates
RFI-2	Baseline and On-Site Survey Request	01050-3.2A	10/13/2010	10/18/2010	10/19/2010					X	Town surveyor located baseline along drive and located existing controls and bench marks shown erroneously on Sheet C-1

LEGEND

NET = No Exception Taken SSI = Submit Specified Item MCN = Make Corrections as Noted - Submittal Approved REJ = Rejected R+R = Revise and Resubmit