

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

**PROJECT PROGRESS MEETING #2
NOVEMBER 5, 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). The town has not received any comments from the Carrier to date.

III. SUBMITTAL REVIEW

Administrative

The submittal review to date is summarized on the Submittal Log dated November 4, 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, it was requested and W&S CMR provided an updated project schedule (Submittal #5.2).

Technical

Since the last meeting, the Concrete Mix Design (Submittal #6.1) has been approved by Lin Associates and they continue to review the revised Concrete Reinforcement (Submittal #7.1). On November 4, 2010, W&S provided Polaris with Miscellaneous Electrical shop drawings (Submittal #8.0) and the FRP Door shop drawings (Submittal #9.0).

IV. SCHEDULE ISSUES

Work has generally been performed in accordance to the schedule (submittal #5.2). The present critical path is to have the exterior foundation wall placed by the end of December. To achieve this, layout work has been completed as scheduled, .the

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building (foundation) permit has to be obtained immediately and the rebar submittal requires approval.

W&S has met with the Building Department and has a commitment to issue the Foundation Permit the week of November 8th. The rebar submittal is under review and should also be returned the week of November 8th. W&S's earthwork subcontractor (McKay) is scheduled to mobilize to the Site the week of November 15th.

V. FORESEEABLE TWO WEEK SCHEDULE OF ACTIVITY

In the past two weeks, W&S mobilized the trailer to the Site, including electrical hookup and conducted Site Layout through Coastal Engineering. W&S CMR will conduct the following task in the coming weeks:

1. Continue with submittals;
2. Permitting activities (with Harwich Building Department);
3. Begin Site Preparation and excavation work (on or around 11/15/10);
4. Thereafter exterior wall foundation work to last an estimated 6 weeks.

VI. OLD BUSINESS

The Town, Polaris and W&S CMR continued the dialogue on a proposed clearwell at the east side and well away from the proposed building (so as not to interfere with foundation construction). Polaris has provided W&S CMR with a list of clearwell items and their preliminary cost estimate will be submitted the week of November 8th. The final design and decision on the clearwell will be made following Town review of the costs.

Two additional responses to RFI's were issued to 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)).

VII. NEW BUSINESS

W&S CMR and the Town reviewed a proposed project sign that is to be located at the Site, and coordinated a ground breaking ceremony scheduled for the week of November 15th.

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In an effort to save cost, it was decided to postpone the installation of the erosion control barriers until the need arises.

W&S CMR has formally requested the existing and proposed CAD drawings in order to assess the Site cut/fill quantities. The Town will request the data from EPG.

Polaris will prepare a project phone list to be posted in each project trailer.

VIII. TOWN COORDINATION ISSUES

The building permit required a form be issued by the Town's construction oversight engineer. Polaris' team provided W&S CMR the necessary forms in order to obtain the foundation permit. In order to release, the remaining permit, an additional form must be completed by the project architect, DiMarinisi and Wolfe (D&W). Polaris will coordinate the form completion with D&W.

IX. NEXT MEETING

The next project meeting was scheduled to be in the site trailer, on Friday November 19, 2010. Future meetings will be every other week.

ATTACHMENT ONE

SUBMITTAL LOG