

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

**PROJECT PROGRESS MEETING #3  
NOVEMBER 19, 2010**

**MEETING MINUTES**

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**I. ATTENDEES**

Craig Wiegand, Town of Harwich  
Paul Costello, 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 18, 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 provided an updated project schedule (Submittal #5.2).

Technical

Since the last meeting, the Lin Associates has reviewed and approved of the revised Concrete Reinforcement (Submittal #7.1) and RW Sullivan has reviewed and approved of the Miscellaneous Electrical Submittals (Submittal #8). On November 19, 2010, W&S provided Polaris with the Paintings and Coatings Submittal (Submittal #10). The paintings colors will be coordinated with the interior FRP Door Submittal (#9) received on November 4<sup>th</sup>.

**IV. SCHEDULE ISSUES**

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 also continue with submittals and permitting activities (with Harwich Building Department). Earthwork activities were scheduled to begin the week of the 15<sup>th</sup>,

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however, no work has been completed. McKay Construction is scheduled to be on-site November 22, 2010.

**V. FORESEEABLE TWO WEEK SCHEDULE OF ACTIVITY**

In the next two weeks, W&S CMR will conduct the following task in the coming weeks:

1. Continue with submittals;
2. Continue Permitting activities (with Harwich Building Department);
3. Begin Site Preparation and excavation work (on or around 11/22/10);
4. Thereafter 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). W&S CMR has provided the Town with an estimated price that is under review. The final design and decision on the clearwell will be made following Town review of the costs.

Additional responses to RFI's were issued to W&S CMR as summarized in Attachment One.

The ground breaking ceremony was conducted on November 17<sup>th</sup> and went very well in spite of the overcast skies. The project sign will be posted at the Site the week of November 22<sup>nd</sup>.

W&S CMR formally requested the existing and proposed CAD drawings in order to assess the Site cut/fill quantities. W&S has been able to obtain the Existing Conditions Plan from Coastal Engineering.

Polaris has prepared a project phone list that is now posted in each project trailer.

**VII. NEW BUSINESS**

W&S, the Town and Polaris met with the pre-fabricated metal building systems provider (RGN Construction Management) to discuss their proposed alternative changes. After a lengthy discussion no commitments were made either way and it was

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decided to have the request be made as a formal RFI (#8) that will be reviewed by the project structural engineer (Lin Associates) and architect (DiMarinisi and Wolfe).

**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 is coordinating the form completion with D&W.

**IX. NEXT MEETING**

The next project meeting was scheduled to be in the site trailer, on Friday, December 3, 2010. Future meetings will be every other week.

**ATTACHMENT ONE**

**SUBMITTAL LOG**