



# PRECONSTRUCTION MEETING MINUTES

HEB Engineers, Inc. • [www.hebengineers.com](http://www.hebengineers.com)

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<b>Date:</b>	August 26, 2019	<b>Project #:</b>	2016-007A
<b>Project Description:</b>	Main Street Streetscape Project		
<b>Meeting Location:</b>	Bridgton Town Office		
<b>Owner/Client:</b>	Town of Bridgton		
<b>Contractor:</b>	J. Pratt Construction		
<b>Prepared by:</b>	Colin Dinsmore, PE		

**Began:** 9:00 AM

**End:** 10:15 AM

Items in red are topics discussed or questions asked in greater detail

## Designation of authorized representative of each the party of the Contract:

- Town of Bridgton – Robert Peabody, Town Manager
- Contractor – Josh Pratt, J. Pratt Construction

## Other parties involved with project:

- Bridgton Public Works – Jim Kidder, Director
- Bridgton Water District – David Brill, Supervisor
- Bridgton Fire Department – Tom Harriman, Chief
- Bridgton Police Department – Richard Stillman, Chief
- Engineer – Colin Dinsmore, PE, HEB Engineers Inc.
- Resident Project Representative – Kevin Hamlin, HEB Engineers Inc.
- Contractor's Project Manager – Nick Mathon
- Contractor's Foreman – Shawn Brown
- Contractor's Safety Representative – TBD
- Major Subcontractors
  - Milling: Coastal Road Repair
  - Paving: P+B Paving
  - Concrete: Sundown
  - Electrical: Field Electric
  - Landscaping: Rosengren
  - Flagging: Quality Traffic
  - Others: TBD
- Utilities
  - Electric: Central Maine Power
  - Telephone: Consolidated Communication
  - Cable: Spectrum

## Discussion Items:

1. Gather contact information for future distribution.
  - a. Identify emergency contacts for each party.
    - i. HEB will put together master contact list and distribute.
    - ii. Pratt to pull together list of subcontractors
2. Distribution of executed Contract Documents
  - a. Agreement – COMPLETED
  - b. Project Manual – pending revision

- c. Construction Plans – pending revision Pratt would like a few hard copies
- d. MDOT Utility Location Permits
  - i. Water - approved
  - ii. Street lights - pending
- 3. General Project Description:
  - a. Important construction elements
    - i. General Project Overview
    - ii. Project Intent Notes
    - iii. Contractor Staging/Material Storage/Field Office
      - 1. Pratt may end up renting a job trailer instead of finding local office space. The question was asked who owns the adjacent lot – Justin McIver. Pratt does not anticipate needing security fencing around storage area.
  - b. Other work on/near site
    - i. Upper Main Street sewer replacement – pending contract award to Pratt & Sons
  - c. Reference points: coordinate with LLS.
    - i. Contractor is responsible for benchmarks if needed and resetting of disturbed monuments by an LLS. Main-Land Development Consultants
- 4. Working Hours: Monday through Friday, 7:00 AM to 6:00 PM.
  - a. Coordinate with Engineer / Owner during busy traffic periods.
    - i. Fryeburg Fair: 9/29-10/6 (and week before)
- 5. Quality Control Testing
  - a. Town responsible for asphalt, compaction, gradation testing.
  - b. Contractor responsible for coordination with Engineer.
- 6. Permits
  - a. Special requirements or unusual conditions
  - b. Contractor must obtain all other permits, as needed
    - i. Maine Construction General Permit and monitoring
- 7. Utilities
  - a. Underground – street lights, water, storm drains
  - b. Overhead – potential relocation by CMP (unlikely)
  - c. Contractor responsible to verify and locate, Digsafe
- 8. Abutters
  - a. Easements – several permanent & temporary
  - b. Communication with abutters is important
- 9. Communication with public
  - a. Coordinate with Engineer/RPR for regular protocol
- 10. Funding Sources
  - a. Town of Bridgton bond
  - b. Bridgton Water District (Church Street intersection improvements)
  - c. Maine DOT MPI grant
  - d. Lakes Environmental Association – Phosphorous Fund (for stormwater treatment)
  - e. Project Canopy Assistance grant (for street trees)
- 11. Near full-time resident engineering
  - a. Owner must communicate to Contractor through Engineer and vice versa.
  - b. Contractor to notify Engineer and others who enter site of on-site safety programs and protocol that need to be followed.
- 12. Contract Times
  - a. Notice to Proceed: August 26, 2019.

- b. Start of Construction: September 3, 2019.
  - c. Substantial Completion: June 5, 2020
    - i. Liquidated damages, \$500 per day
  - d. Ready for Final Payment: July 2, 2020
    - i. Liquidated damages, \$500 per day (not additive)
13. Transmittal process (all digital)
14. List of Subcontractors and suppliers
- a. Acceptable to Owner per GC 7.06.D
  - b. Contractor is responsible for the work performed by all subcontractors and suppliers.
15. Review of Preliminary Progress Schedule
16. Review of Preliminary Schedule of Submittals
- a. #1.001 Benches – **Resubmitted**
  - b. #1.002 Bike racks – **Resubmitted**
  - c. #1.003 – CB Frame and grate – **Approved**
  - d. #1.004 – Concrete Mix Class A – **Approved As Corrected**
  - e. #1.005 – Detectable Warning Plates – **Approved**
  - f. #1.006 – Ductile Iron Pipe & Fittings – **Approved**
  - g. #1.007 – Granite Steps – **Pending Revisions**
  - h. #1.008 – Junction Box – **Approved**
  - i. #1.009 – Storm Drain MH Frame and Cover – **Approved**
  - j. #1.010 – Storm Drain Pipe – **Approved**
  - k. #1.011 – Underdrain Pipe – **Approved**
  - l. #1.012 – Sign Placard – **Pending further design**
  - m. #2.001 – Tree and Trench Grates – **Pending review**
  - n. #3.001 – Drainage Structures – **Approved (noted changes)**
  - o. #4.001 – Concrete Cure and Seal – **Pending review**
  - p. #4.002 – Concrete Traction Additive – **Pending Review**
  - q. #4.003 – Light Pole Bases – **Pending Review**
17. Procedure for Submittals (ongoing)
- a. Contractor to email to Engineer
    - i. Utilize transmittal per GC 7.16.A.3
    - ii. Check MDOT Qualified Product List (QPL)
  - b. Engineer will provide timely review of submittals, typically less than 14 days.
18. Procedure for Requests for Information (RFIs)
- a. Engineer will respond promptly to technical matters
  - b. Non-technical matters go through the Claims process.
19. Procedure for processing of Payment Applications
- a. Bi-weekly Payment Applications (change from bid documents – update contract?)
    - i. Must utilize appropriate Payment Application form
    - ii. Must include:
      - 1. Signed by the authorized representative of the Contractor.
      - 2. Notarized
      - 3. Affidavit of previous progress payments from Owner
      - 4. Revised Progress Schedule
      - 5. Bill of Sale or Invoice and cancelled checks for stored materials.
  - b. Engineer to review and recommend payment or changes
  - c. Town cuts checks generally within 10 days of Engineer's recommendation
    - i. **A discussion followed regarding the schedule for pay applications. Pratt will submit pay applications on Monday. HEB will review and recommend changes or payment as quick as possible. Pay requests are due to the Town on Tuesday**

in order for checks to be cut on Wednesday. HEB will try to get pay applications turned around the same week but it may not happen until the following week. This schedule was acceptable to all.

20. Procedure for Change Orders
  - a. Contractor must submit a written Change Proposal per GC 11.06.A
    - i. Town approval and executed Change Order is required before work can begin
  - b. Owner can initiate a change by requesting a Change Proposal from the Contractor
21. Record Maintenance
  - a. Contractor to maintain records on-site including: "redlined" drawings
  - b. Contractor to submit to Engineer at closeout.
22. Items of note:
  - a. Engineer does not supervise, direct, or have control over the Contractor's work.
  - b. Contractor must immediately notify Engineer in writing of any conflict, error, ambiguity, or discrepancy.
  - c. Contractor is solely responsible for initiating, maintaining, and supervising all safety precautions and programs and is responsible for all damage, injury, or loss.
  - d. Contractor is solely responsible for means, methods, techniques, sequences, and procedures of construction.
  - e. Superintendent must be on site at ALL times (even if work being performed is only by subs) and cannot be replaced without notice and under extraordinary circumstances.
  - f. Or equals: Contractor must prove its "equal", Engineer's decision to accept.
  - g. Substitutions: Contractor must prove its "equal", Engineer's decision to accept, Contractor is responsible for cost of Engineer's review.
23. Engineer Responsibilities:
  - a. Produce and distribute Field Report for each day on-site
  - b. Prepare detailed sketches necessary to supplement the contract drawings.
24. Disposal of removed materials
  - a. Pavement millings: Bridgton DPW
  - b. Clean concrete / other fill: Bridgton DPW (if no rebar)
  - c. Light poles: Bridgton DPW
25. Change Order #001:
  - a. Breakaway Light Pole couplings
  - b. Remove proposed trees in front of Reny's
  - c. Existing concrete (upper) sidewalk @ 44+00 RT to remain
  - d. Minor sidewalk layout revisions
  - e. Potential removal of new granite steps
26. Field Electric asked a few questions:
  - a. Are the light fixtures going to be 50 Watt or 60 Watt?
  - b. There is a long conduit run from BHOP to Depot Street. Can additional new lights be added to the existing circuit on Depot Street? Field to coordinate service connection locations with DPW.
  - c. What will be plugged into the outlet receptacles? This is needed to determine conduit size. It was noted a mix of LED and incandescent Christmas Lights will be plugged in.