



## Preconstruction Meeting Agenda

SW-30 NC751 – NC54 Sidewalk  
TIP# U-4726HJ

Date: August 16, 2018 @ 1:30 PM  
Location: City Hall, Engineering Design Conference Table  
101 City Hall Plaza, Durham, NC 27701 @ 1:30 PM

### 1. Project Contacts

<b>City of Durham</b>			
David Cates	Project Manager	(919)560-4326 ext. 30232	<a href="mailto:David.Cates@durhamnc.gov">David.Cates@durhamnc.gov</a>
<b>CEI- AECOM</b>			
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Heath Moore	Inspections Lead	(704) 621-8196 m	<a href="mailto:Heath.Moore@aecom.com">Heath.Moore@aecom.com</a>
<b>Lanier Construction Company</b>			
	Project Manager		
	Superintendent		
<b>Subcontractors</b>			

### 2. Safety

- Traffic Control shall utilize the current edition of the MUTCD
- Work Zone safety is our number one priority.

### 3. NCDOT Standard Specifications are applicable

Standard Specifications - The 2012 North Carolina Department of Transportation Standard Specifications for Roads and Structures, herein referred to as the 'Standard Specifications', and the 2012 Roadway Standard Drawings, shall apply to all portions of this project **except as may be modified by this document.**

#### **4. Notice to Proceed**

- Contract Time—90 days from Notice to Proceed
- Liquidated Damages \$400/day

#### **5. Day and Time Restrictions**

- Working Hours: 9 AM – 4 PM for lane restrictions
- Normal Working hours 7 AM – 5 PM Monday through Friday
- Intermediate Contract Time #1- Contractor shall not close or narrow any traffic lane:
  - Standard Day Restrictions Mon-Fri 6:00 a.m. to 9:00 a.m. & 4:00 p.m. to 7:00 p.m.
  - Notice- No weekend work. Restricted Fri 7:00 p.m. to Mon 6:00 a.m.
  - ITC#1 Liquidated Damages are \$250 per 15 minutes.

#### **6. Meetings**

- Time and place

#### **7. Erosion Control**

- Certified Supervisor, Foreman, Installer Level I
- Must report on NPDES form weekly and obtain signature from AECOM inspections
- No Erosion Control permits needed for project
- Contractors responsible for maintaining adequate erosion control
- If the City is cited by an NOV, this will be assessed to the Contractor

#### **8. DBE Reporting**

- DBE-IS Report needed monthly itemized by line item
- Contract DBE Goal: 1.0%
- Committed 21.6%- Lanier Construction Company

#### **9. Progress Schedule; include the following as a minimum**

- Erosion Control
- Construction Staking
- Sidewalk- *convey construction sequence for the sections*
- Curb and Gutter
- Drainage

#### **10. Required Letters**

- Buy America—All steel products must have a certificate or notarized letter stating compliance.
- Supplemental Agreement Authorization
- Safety Officer
- Certified Erosion Control Personnel

#### **11. Pre-Construction Video**

- Walking Video w/ narration & index
- Pay particular attention to driveways & mailboxes

## 12. Public Advisory

- Submit for review & approval
- Distribute written notice seven calendar days in advance of construction.
- Notify Fire Marshall with regard to relocation of Fire Hydrant

## 13. Submittals and Certifications

- Engineer shall provide submittal log.
- See Article 106-3 CONTRACTOR FURNISHED CERTIFICATION of the 2012 NCDOT Standards Specifications. Type 1 – 7 Certifications shall be provided as required.
- Delivery Tickets, proof of purchase or bill of lading are required for all materials delivered to the project.
- Materials must be on the NCDOT's Approved Products List
- Schedule
- Subcontractor Approval Forms with Subcontractor Agreements
  - Subcontractor must be prequalified with NCDOT
  - SAF Approval Required prior to subcontractor beginning work
  - Send actual subcontracts for review (speeds up the review.)
  - Must include the FHWA 1273 form within the subcontract.
- Traffic Control Devices
- RCP
- Drainage Structures or material
- Stone- Quarry certification of material
- Borrow- Requires sampling
- Seed and Mulch
- Truncated sidewalk warning panels
- Steel Items & Reinforcing—wire mesh fabric
  - Certified mill test report
  - M&T Form 913
- Concrete Mix Designs- must be listed on the NCDOT's listing of Approved Concrete Mix Designs. Contract requires Hi Early mix for driveways.

## 14. Reporting and Pay Applications

- Daily Reports – Must be entered within 24 hours of completion of day's work
- Pay Applications- Resolve quantities with AECOM inspector.
  - Contractor shall initiate through PDRX
  - Cut-off Date
  - In order to process a payment we must have documentation of material receipt on the project, certifications, SAF's, Certified Payroll, Sales Tax, DBE-IS forms itemized by line item.
- Who needs a PDRX Login?

## 15. Scheduling Inspections

- Point of Contact – Heath Moore (AECOM)
- Communicate needs the day before inspections are needed
- Trimat is AECOM's materials testing sub-consultant

**16. Inspections & Material Testing-** *Do not perform work without having scheduled appropriate Testing*

- Proof roll of existing conditions once stripped
- Review of soil beneath drainage pipe
- Conventional Density on soil embankment
- Proof roll and conventional density testing on soils.
- Borrow Sampling- must be approve prior to importing
- Concrete Testing
  - All materials will be sampled- Curb, Sidewalk, etc...

**17. Maintain Insurance Certificate**

**18. PROWAG Curb Ramps**

- **Let's discuss layout prior to pours.**

**19. Useful links**

<http://pdrxp6-pw.durhamnc.gov/PdrxWeb/login.aspx>

**20. Key Success Factors**

- Teamwork
  
- Start Strong
  - Submittals- Get them to AECOM and we will review and approve.
  - DOT Required Submittals- SAF's, etc...
  - Call in utility locates. Investigate all areas requiring cut- general excavation, storm drainage, etc.... Let's identify any conflicts early and adjust as necessary.
  
- Be aware of the stakeholders and environment
  - Businesses
  - Vehicle and Pedestrian Traffic
  - Personal Property- Yards, Driveways, Stairs.
  - Maintain a clean project
  - Historical Features
  
- Anticipate issues and discuss prior to performing the work.
  - Review the materials required to complete the project. Communicate to the subcontractors this is a DOT format project. Make a submittal early to determine if there is a compliance question.

**General Discussion**

REVISION OF PLANS - GARRET & HOPE VALLEY  
ELIMINATE DRIVEWAY RECONSTRUCTION  
\* LINE ITEM FOR SLOPE PROTECTION

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