



**AGENDA
PRE-CONSTRUCTION MEETING
STERLING INDUSTRIAL PARK – SR99/US341
WATER MAIN EXTENSION
BRUNSWICK, GEORGIA
JWSC PROJECT # 232
FEBRUARY 02, 2016
2:00 PM**

INTRODUCTION:

- Welcome
- Purpose
- General Contractor: Seaboard Construction Company, Inc.
- Sign-In Sheet
- Attendees (self-introduction)

PROJECT DESCRIPTION:

Seaboard Construction Company, Inc. shall provide all skill, labor, materials and equipment, as required, for construction of the proposed improvements for the Sterling Industrial Park – SR99/US341 Water Main Extension Project as per the Proposal, Contract Documents, Technical Specifications and Drawings.

The project is located along State Route 99, US Highway 341, and Green Swamp Road and will include the installation of approximately 17,700 LF of 8” and 10,340 LF of 12” PVC C900 Water Main. Approximately 215 LF of 16” and 350 LF of 20” Jack and Bore. Approximately 580 LF of 12” HDPE Directional Bore. Connection to the existing system, testing, disinfection, surface restoration and removal and replacement of asphalt where necessary. All work described shall be performed as shown on the drawings and as specified.

START DATE:

The contracts (have been / ~~will be~~) signed and the start date in the Notice to Proceed is February 29, 2016. The project completion date (270 consecutive calendar days per contract) is November 25, 2016. Time is of the essence and is an essential element of this agreement. The Contractor shall pay the JWSC, not as a penalty, but as liquidated damages, the sum of Two Thousand Dollars (\$2,000.00) for each calendar day that he shall be in default of completing the work within the time limit named herein. The Contractor shall document adverse weather conditions or other factors beyond his control that may result in delays to the completion of the project.

UTILITY ISSUES:

The Contractor is responsible for getting the necessary utility locates performed and for protection of all existing utilities.

- Georgia Power
- AGL Resources
- Brunswick-Glynn County Joint Water & Sewer Commission (JWSC)
- Other (_____)

PERMITTING ISSUES:

The contractor is responsible for obtaining permits from Glynn County for work within the right-of-way of Green Swamp Road.

The JWSC is still in the process of obtaining easements that are located behind the Dollar General on US341 and along the GA Power easement on SR99.

JWSC CONTACTS & RESPONSIBILITIES:

- Thomas A. Boland, SR. (Chairman) – Act as JWSC Representative during execution of any subsequent contract and related amendments.
- Donald M. Elliot (Commissioner) – Act as JWSC Representative during execution of any subsequent contract and related amendments.
- W. Todd Kline, P.E. (JWSC Senior Engineer) – Act as JWSC Representative during execution of any project coordination and construction or technical issues.
- Elmo Richardson JR., P.E. (Richardson, Garretson & Associates, LLC) – JWSC design consultant for Division I – IIA will interpret the intent of the plans and specifications, design issues and plan revision, assist with change order preparation if necessary.
- Kip Goodbread (EMC Engineering Services, INC.) – JWSC design consultant for Division III will interpret the intent of the plans and specifications.
- Haresh Patel (JWSC Assistant Engineer) – Secondary point of contact to senior engineer.
- Elizabeth Burns (JWSC P&C Administrative Assistant) – Submittal intake, inspection scheduling, and pay request scheduling.
- Pamela Crosby (JWSC Director of Purchasing) – Represents JWSC's interest on the project.
- Janice Meridith (JWSC Procurement Technician) – Represents JWSC's interest on the project.

Construction Observation & Inspections will be performed by JWSC staff as follows:

- Mike Fields (JWSC) - Represents JWSC's interests on the project, will make regular periodic inspections of the work, take photographs of construction progress and maintain a construction diary. Phone: 912-506-4687
- Keith Hendricks (JWSC) – Field inspector, will conduct regular periodic inspections of the work, take photographs of construction progress and maintain a construction diary. Phone: 912-717-0323

The following will be the persons of contact for coordinating connections to the existing system. These contacts are critical to all aspects of system operation/interruption.

- Derrick Simmons – JWSC Water Distribution Division Superintendent. Phone: 912-717-0429
- Alvin Hall – JWSC Water Distribution Division Supervisor. Phone: 912-717-0440

WORK BY OTHERS:

Seaboard Construction Company, Inc. will be responsible for execution of the contract and provide all material and labor for this project with assistance of subcontractors. (See list below).

CONTRACTOR'S CONTACTS & RESPONSIBILITIES:

- Jeff Kicklighter (President) – Act as Contractor's Representative during execution of any subsequent contract and related amendments.
- Dustin Schnedeker (Project Manager) – Act as Contractor's Representative during overall execution of any project coordination, scheduling and construction issues.
- Tommy Latham (Project Superintendent) - Act as Contractor's Representative during day-to-day execution of any project coordination and construction or technical issues. 912-223-7028

CONTRACTOR'S RESPONSIBILITY:

The Contractor is responsible for all aspects of the required construction including, but not limited to, the following:

- Detailed Construction Schedule; redlined schedule to be submitted with each pay request.
- Necessary clearing & grubbing.
- Dewatering.
- Excavation & Backfill.
- Review shop drawings/submittals for conformance with contract documents prior to submittal to Engineer for review.
- Identification and protection of existing utilities.
- **Traffic Control – The Contractor is responsible for submittal plans and approvals from Georgia Department of Transportation and Glynn County.**
- All cleanup and surface restoration work required in the performance of this project.
- Construction layout & staking.
- All applicable safety regulations.
- Erosion and sediment controls.
- All construction and rehab work required.
- Preparation and submission of record drawings.
- Start-up and testing, as applicable.

CHANGES TO PROJECT PLANS:

Any changes to the project must be authorized in writing through the Engineer. This is a lump sum price contract. Payment will be made in accordance with the contract.

SPECIAL CONCERNS:

- Coordination with the JWSC for equipment and work to be performed by the Contractor.
- Coordination with adjacent/overlapping projects.
- Record drawings.
- Equipment to be salvaged.
- Daily site cleanup.
- Job site security: The Contractor is responsible for all safety, security, property damage.
- See Special Conditions of the Contract Documents for requirements concerning project submittals, project schedule, schedule of values and Superintendent Qualifications & Contact Information.
- Additional insurance required for temporary construction easement.

PAYMENT REQUESTS:

The prices according to the Bid Proposal will be used as the schedule of pay items for this contract. ***The Contractor shall prepare a Schedule of Values for the major portions of this project and submit to the Owner and Engineer for review and approval prior to the first draw request.***

Pay Request format should provide columns showing:

- Work Completed this Period.
- Work Completed to Date (percentage and \$ value).
- Contract Amount.
- Balance to Finish.
- Updated Construction Schedule specifying and revisions to original schedule.
- Materials stored will be included and will be verified by Mike Fields and/or Keith Hendricks; Affidavit of supplier payment.
- Written request for any delays.

Cut-off Date – 25th of every month. Submittal Procedures – submit pay requests to Elizabeth Burns (JWSC P&C Administrative Assistant) for review and recommendation for payment to the Owner. Standard AIA Partial Pay Request format, or other approved format, may be used for pay requests.

PROPOSED SUBCONTRACTORS (If Any):

- | | |
|---|-----------|
| 1. D&C DIRECTIONAL BORE | Ph: _____ |
| 2. MONTGOMERY ENVIRONMENTAL | Ph: _____ |
| 3. RL CONSTRUCTION CLEARING & GRUBBING | Ph: _____ |
| 4. _____ | Ph: _____ |
| 5. _____ | Ph: _____ |
| 6. _____ | Ph: _____ |
| 7. _____ | Ph: _____ |
| 8. _____ | Ph: _____ |
| 9. _____ | Ph: _____ |
| 10. _____ | Ph: _____ |

Each subcontractor shall complete the required certification form, Subcontractor Affidavit under OCGA 13-10-91(b)(3). Copy provided.

QUESTIONS AND COMMENTS BY DESIGN ENGINEER:

NONE.

QUESTIONS AND COMMENTS BY CONTRACTOR:

GA POWER – R/W ENCROACHMENT WILL BE EXECUTED ONCE APPROVAL LETTER FROM LAND OWNER IS SUBMITTED.

AGL RESOURCES – VERIFIED OF TWO (2) MAIN GAS LINE CROSSINGS ALONG SR 99. SEABOARD TO NOTIFY AGL RESOURCES PRIOR TO ANY WORK COMMENCEMENTS.

QUESTIONS AND COMMENTS BY G-DOT OFFICIALS:

24 HOUR NOTIFICATION PRIOR TO START TO MR. ROBERT JOHNSON TRAFFIC CONTROL PLAN TO BE PROVIDED TO G-DOT BY SEABOARD LETTER OF ACKNOWLEDGEMENT BETWEEN BGJWSC AND G-DOT IN REGARDS TO RELOCATION OF WM ONCE ROAD WIDENING PROJECT IS UNDERWAY. JWSC WILL BE RESPONSIBLE FOR ALL COSTS PERTAINING TO THE THE RELOCATION OF THE WM.

PLAN MODIFICATIONS NEED TO BE REVIEWED BY G-DOT PRIOR TO APPROVAL ALL BORES UNDER G-DOT R/W TO BE ENCASED IN A CASING. GDOT PERMITTING DOES NOT SUPERCEDE RAILROAD AUTHORITY. RAILROAD PERMITTING WILL HAVE TO BE OBTAINED SEPARATELY.

QUESTIONS AND COMMENTS BY GLYNN COUNTY OFFICIALS:

WM OFFSET IN REGARDS TO LOCATION OF DITCH ALONG GREEN SWAMP RD. TRAFFIC CONTROL PLAN TO BE PROVIDED BY SEABOARD CONSTRUCTION.

QUESTIONS AND COMMENTS BY UTILITY COMPANIES:

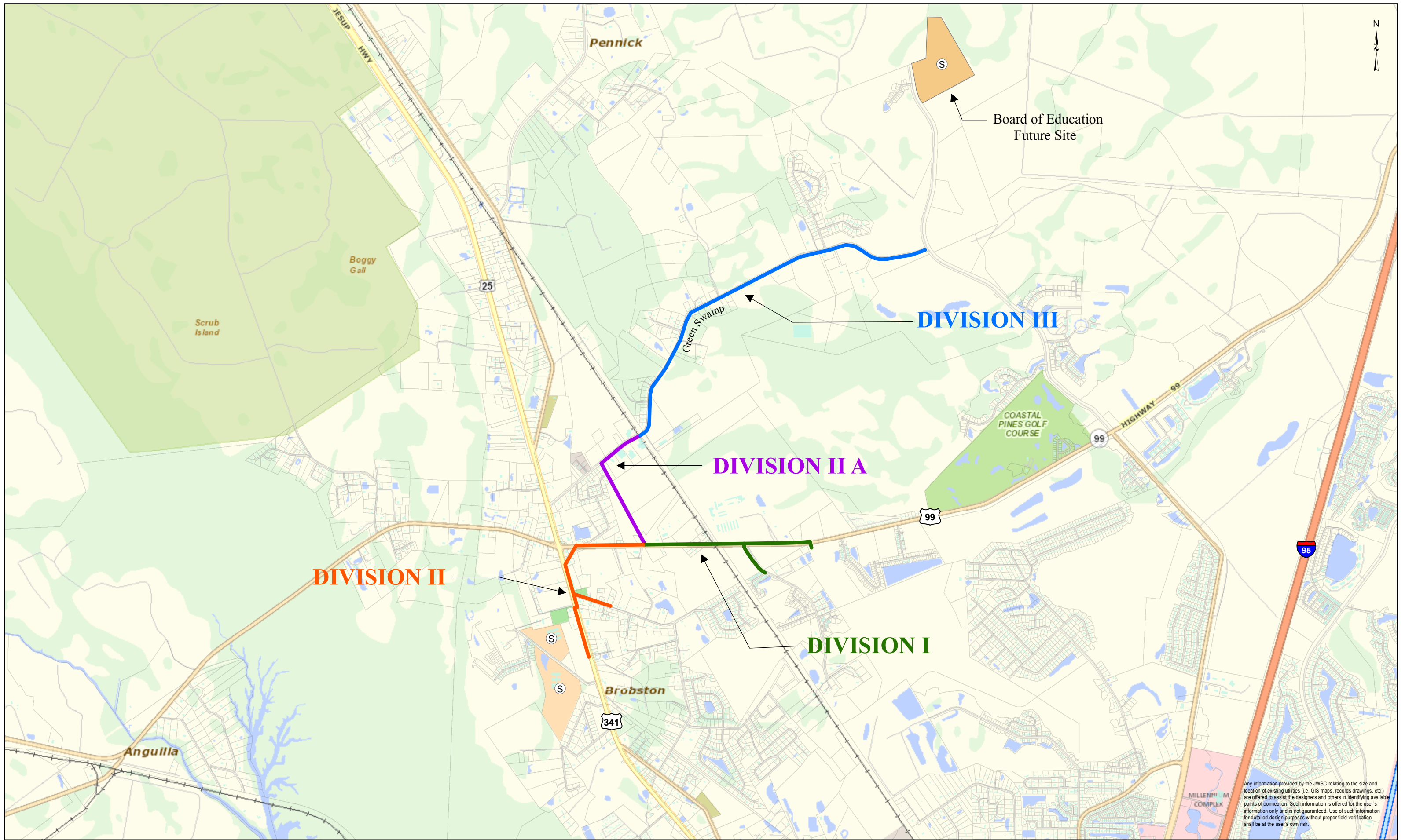
72 HOUR NOTICE PRIOR TO WORK COMMENCEMENT – NORFOLK SOUTHERN AND AGL RESOURCES.

AGL RESOURCES AGREEMENT AND NOTIFICATION WHEN WORKING NEAR GAS MAIN. AGL REPRESENTATIVE MUST BE PRESENT PRIOR TO ANY WORK COMMENCEMENT.

NOTIFY G-DOT WHEN BORE UNDER RAILROAD TRACK IS UNDERWAY.

Conference adjourned at 2:25 P.M.. Minutes of meeting will be distributed to all attendees via email.

Todd Kline, P.E.
Senior Engineer
Brunswick – Glynn Joint Water & Sewer Commission



Any information provided by the JWSC relating to the size and location of existing utilities (i.e. GIS maps, records drawings, etc.) are offered to assist the designers and others in identifying available points of connection. Such information is offered for the user's information only and is not guaranteed. Use of such information for detailed design purposes without proper field verification shall be at the user's own risk.

Brunswick-Glynn Joint Water & Sewer Commission
 SR 99/US 341/ Green Swamp Road Water Main Extension