



Weekly Progress Meeting Agenda

Meeting #15



Project I.D.: 2225-14-70	Hwy: STH 32	Date: 7/28/2020
Project Description: Lake Drive; Various Intersection Along STH 32		Region: SE
Project Location: Whitefish Bay		County: Milwaukee
Project Engineer: Sia Prosper		
Note Taker: Sia Prosper / William Neave		

Attendees: Project staff, Village of Whitefish Bay personnel, prime and relevant sub-contractors

1. Review Previous Meeting Notes

- Outstanding issues
 - Signs on existing median Island
 - 1. Two (2) additional core
 - Radar detector on posted sign/light pole.
 - 1. Radar not pickingup due to either location/sunlight – Need to be relocated.
 - Portable water for HFST
 - Mobilization Area for HFST (Week before and after)
 - Pavement Marking Removal Operation - Friday and Saturday (June 26 and 27, 2020)
 - 1. Damaged Stop Sign - N. New Hall St. / E. Fairmount Ave. (EB)
 - 2. Backfilling / Topsoil and re-tucking the sod – NW Corner of E. Belle Ave. and Lake Drive.
 - Temporary Pavement Marking – Maintain, and re-install in some areas where it came out.

2. Contractor's Schedule – Eric Schmeling - LCI

- Schedule update
- Work in progress
 - Prime Contractor
 - Subcontractors
- Controlling items of work
- Delays
 - Controlling item – HFST / Signs / Pavement Marking
 - Non-controlling items
- Contract time
 - Project Start Date April 20, 2020
 - Project Completion Date August 31, 2020

3. Utilities / Railroads

- Charter Communications
- Village of Whitefish Bay
 - Road Facility
 - Sewer
 - Street Lighting – Lighting units and cable relocated.

- Water
- We Energies
- Electric
- Gas

4. Maintenance of Traffic

- Lane Closure System (LCS) issues
 - LCS work information and updates - Note for full closure tomorrow July 22, 2020.
- Modification to traffic control
- Maintenance of traffic control – Traffic Control - Full closure Stage 4
 - Device condition
 - Device location

5. Materials

- Certification / test report submittals – Continue submitting material documents.
 - HFST Material – Working with WisDOT material for final approval.
- QMP testing; Non-QMP testing
- Non-conforming materials
- Up-coming testing and materials submittals

6. Environmental

- Erosion Control – Inlet Protection – Removed
- Weekly erosion control inspections / work orders – None.
- ECIP revisions – Reviewed

7. Request for Information (RFIs)

- Status of outstanding RFIs - None
- Upcoming RFIs - None

8. Contract Change Orders (Contract Modifications)

- Status of contractor information for pending contract modifications (pricing info)
- Status of pending contract modifications (contractor signature & department signature)
- New issues / concerns

9. Progress Estimates

- Completed items – Sawcut, erosion control items, curb & gutter, sidewalk, beam guard, asphalt patchings, restoration/sod, sign and marking removals.
- Quantities for payment – sawcut, erosion control, curb & gutter, sidewalk, signs and beam guard removal, sod, sign and marking removal.
- Finals process

10. Safety

- Work site safety
- Work zone safety
- Accidents / Emergency incidents

11. Public Relations

- Property Owners / Businesses – Coordinate with John Edlebeck – VWF Bay
- Local officials – Project Staff, Kurt Fleirl – WisDOT PM

12. EEO / Prevailing Wage Issues

- Prompt payment (ASP – 4)
- Payroll issues
 - Missing
 - Underpayment of wages
 - ASP – 7
- Wage claims
- Wage Bulletin Board – Set at the Buckley Park (southern end of the project)

13. DBE Commitment Status

- Contractor on track to meet DBE goals? Yes/No **Yes on paper.**

14. New Issues / Concerns; Other Items

15. Next Meeting (if not regularly scheduled) – Tuesday, August 04, 2020 at 1:00 PM

16. Action Items / Assignments

- Contractor – CPM Schedule – Baseline accepted with no exceptions 05/04/2020.
- Department – Continue reviewing contractors material submittals.

***Meeting minutes will be distributed to the prime contractor and other attendees, as requested.
Hard copies will be available at the next meeting.***