



Weekly Progress Meeting Agenda

Meeting #17



Project I.D.: 2225-14-70	Hwy: STH 32	Date: 8/11/2020
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 + one (1) more - Done on August 10, 2020 (7 total)
 - 2. Dynamic speed sign installation – Areas identified and ready for ODL to install.
 - HFST Operation
 - 1. Update on the motorcycle Accident Friday July 31, 2020 – Day Time
 - a. Loose Gravel / Aggregate
 - 2. Last sweep per spec 3-7 days – Done on Wednesday night August 5, 2020
 - a. However it looks like will need another sweep. Matt Sutter ?
 - Pavement Marking Removal Operation - Friday and Saturday (June 26 and 27, 2020)
 - 1. Damaged Stop Sign - N. New Hall St. / E. Fairmount Ave. (EB) – Fixed on August 10, 2020.
 - 2. Backfilling / Topsoil and re-tucking the sod – NW Corner of E. Belle Ave. and Lake Drive.

2. Contractor's Schedule – Eric Schmeling - LCI

- Schedule update
- Work in progress
 - Prime Contractor
 - Subcontractors
- Controlling items of work
- Delays
 - Controlling item – Pavement Marking / Signs (Dynamic speed sign)
 - 1. HFST – Additional sweep
 - Non-controlling items
- Contract time
 - Project Start Date April 20, 2020
 - Project Completion Date August 31, 2020

3. Utilities / Railroads

- None

4. Maintenance of Traffic

- Lane Closure System (LCS) issues – **Note for work on shoulder**
- Modification to traffic control
- Maintenance of traffic control
 - 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, marking removals and HFST.**
- Quantities for payment – **sawcut, erosion control, curb & gutter, sidewalk, signs and beam guard removal, sod, sign, marking removal and HFST.**
- 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 18, 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.***