



# Weekly Progress Meeting Agenda

## Meeting #18



Project I.D.: 2225-14-70	Hwy: STH 32	Date: 8/18/2020
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)
      - a. Two signs missing
    - 2. Dynamic speed sign installation – ODL Installed on Friday August 7, 2020.
      - a. Need to be programmed.
  - HFST Operation
    - 1. Update on the motorcycle Accident
      - a. Friday July 31, 2020 – Loose Gravel / Aggregate (Day Time)
      - b. Thursday August 13, 2020 - Evening
    - 2. Last sweep per spec 3-7 days – Done on Wednesday night August 5, 2020
      - a. Extra sweep Thursday August 13, 2020 (7pm – 9pm)
  - 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.
  - WE Energies Gas – Working on SE Quadrant of Lake Drive & Woodburn Street.
    - 1. John Edlebeck

### 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 (August 13, 2020)
  - 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 25, 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.***