

# **Pre-Construction Meeting Agenda**

**Project ID(s): 5170-05-61**

**Hwy, Limits, County: STH 82, Lansing – DeSoto, Slough Bridges B-12-5,6,7, Crawford County**

**Meeting Date, Time, & Location: Thursday, April 23<sup>rd</sup>, 1:00 PM, Skype Meeting**

**Standard Specifications: 2019**

## **INTRODUCTIONS**

A. Distribute agenda

B. Distribute attendance roster

C. Meeting purpose

This meeting is to discuss the STH 82 project that consists of bridge deck repairs, protective surface treatment, bridge spot painting, cleaning & painting girder ends, pile rehabilitation, fiber wrapping of piles, riprap placement, bridge bearing repair, bridge girder injection, concrete curb repair, bridge joint repair, expansion device repair, guardrail & terminal replacement, railing repair, asphaltic surface replacement, pavement markings and incidental items.

D. Have all parties introduce themselves

## **GENERAL PROJECT INFORMATION**

A. Project ID / Federal ID: 5170-05-61 / WISC 2019278

B. Work Involved: Bridge deck repairs, protective surface treatment, bridge spot painting, cleaning & painting girder ends, pile rehabilitation, fiber wrapping of piles, riprap placement, bridge bearing repair, bridge girder injection, concrete curb repair, bridge joint repair, expansion device repair, guardrail & terminal replacement, railing repair, asphaltic surface replacement, pavement markings, and all incidental items necessary.

C. Contract Cost: \$1,842,449.82

D. Let Date: 11/12/2019

E. Contract Executed Date: February 26, 2020

F. Anticipated Start Date: April 27, 2020

G. Project Completion Date: July 31, 2020

## PROJECT PERSONNEL

### A. DOT

1. Supervisor: Ian Winger
2. Project Manager: Travis Buros
3. Project Engineer: Ron Granger, Team Engineering
4. Additional project Staff: Steve Alt & Tyler Buchanan

### B. Prime Contractor

1. Firm: Zenith Tech
2. Superintendent: \_\_\_\_\_
3. Project Manager: Devlin Huhta
4. On-site Superintendent / Foreman: \_\_\_\_\_

### C. Proposed Subcontractors (list)

1. Arbor Green, Inc.
2. Barricade Flasher Service, Inc.
3. C&L Contracting
4. Century Fence Company
5. Hard Rock Sawing & Drilling
6. Iverson Construction
7. Nordic Group, Inc.
8. Pavement Maintenance, Inc.
9. St. Joseph Construction Co., Inc.

### D. Proposed Suppliers (list)

- 1.
- 2.
- 3.

E. Line of Communication – Project Engineer will complete the form and distribute with the meeting minutes. Contact should be made at the appropriate levels.

## PROGRESS MEETINGS

### A. Held Weekly, at least through All Contract Work Complete

1. Location: Meetings to be held via Skype / Zoom
2. Day and time: Tuesdays @ 9:00 AM?

B. Expected Attendance is Prime contractor and all subcontractors that will be involved in the next week's work.

C. Contractor to update schedule and provide 2-week look ahead.

D. Status of all outstanding materials submittals will be discussed.

E. On-going to-do list to be reviewed to minimize punch list items at substantial completion.

## CONTRACT ADMINISTRATION

### A. Field Office

1. Date ready for staff: April 22, 2020
2. Location: Veteran's Park in DeSoto
3. Phone: \_\_\_\_\_
4. Fax: \_\_\_\_\_

### B. Addenda – Addendum #1 & Addendum #2

### C. RFI Process – email is best for exchanging the form

### D. Change Orders - If you feel a change order is needed:

1. Discuss the item immediately with the Project Engineer, PRIOR TO DOING THE WORK
2. Have supporting documents that show the need for a change order and a possible solution.
3. If the concept of a change order is agreed to, have a price break down for the work included in the change order submittal

### E. Claims Process – follow Standard Specifications section 105.13

## REQUIRED SUBMISSIONS

| Submittal   | Date Required                    | Date Submitted | Approved / reviewed |
|---|----------------------------------|----------------|---------------------|
| ECIP (Erosion Control Implementation Plan)  | 2 weeks before Precon Meeting    | 4/8/20         |                     |
| Sublet / DBE forms  | Before Notice to Proceed         | 2/19/20        | 2/24/20             |
| Initial Work Schedule (progress schedule)   | 2 weeks before Precon Meeting    | 4/8/20         |                     |
| Source of Materials Report (DT1349)   | Before Precon Meeting            | 2/25/20        |                     |
| Cold Weather Paving Plan (if needed)  | At Precon meeting                | N/A            | N/A                 |
| Railroad Proof of Insurance (if needed)   | Before any work near RR          |                |                     |
| QMP Plans <ul style="list-style-type: none"><li>• Base Aggregate Dense (St Joseph)</li><li>• Concrete Masonry Deck Repair (ZTI)</li></ul> | 10 days before any affected work |                |                     |
| Shop Drawings   | Before affected work             |                |                     |
| Necessary archaeological survey *   | Before use of site               |                |                     |

\* borrow sites, waste sites, staging sites

## CONSTRUCTION WORK SCHEDULE

- A. Requirements before Notice to Proceed
  - 1. Contract must be executed
  - 2. Work schedule must be reviewed and accepted
  - 3. ECIP must be approved
  - 4. Sublets must be approved
- B. If a conditional start notice is anticipated, work that will be allowed and estimated date sent:  
(For any subcontractors doing work, sublet request must be approved)
- C. Estimated date when the start notice will be sent:
- D. Coordination with other projects:
  - 1. During the 9-day closure traffic from STH 82 will be directed through the bridge rehab project on USH 18 over the Mississippi River at Prairie du Chien.
  - 2. During the 9-day closure, the Iowa DOT will have a contractor making some repairs to the main channel structure over the Mississippi River. Stay in contact with Tyler Kubik.
  - 3. STH 35 project in Stoddard.
- E. Contractors Work Schedule
  - 1. Plan of work operations
  - 2. Hours of operation, local ordinances

### 9 Calendar Day Closure:

Closure to begin on a Saturday at 12:01 AM and be completed by the following Monday at 12:01 AM. The following items must be completed prior to opening: Preparation Decks, Sawing Pavement Deck Preparation, Joint Repair, Curb Repair, Full-Depth Deck Repair, Concrete Masonry Deck Repair, Epoxy Injection Crack Repair, & Cored Holes 2-Inch Diameter.

## PUBLIC RELATIONS - N/A

## TRAFFIC CONTROL

- A. Traffic Requirements
  - 1. Road open to traffic at all times (except the 9 day closure). Flagging & appropriate signage will be required during any work that impedes the flow of traffic.
  - 2. Access Requirements
    - a. Pedestrian accommodations - N/A
    - b. Resident accommodations - N/A
    - c. Business accommodations - N/A
    - d. Busing, mail delivery, etc. accommodations: None
    - e. Emergency service accommodations: Team will contact Crawford County Dispatch
  - 3. Special events - Lansing Fish Days (see #4 below)

4. Holiday work restrictions

- From noon Friday, May 22, 2020 to 6:00 AM Tuesday, May 26, 2020 for Memorial Day
- From noon Thursday, July 2, 2020 to 6:00 AM Monday, July 6, 2020 for Independence Day
- From noon Friday, August 7, 2020 to 6:00 AM Monday, August 10, 2020 for Lansing Fish Days
- From noon Friday, September 4, 2020 to 6:00 AM Tuesday, September 8, 2020 for Labor Day

5. Work / lane closure restrictions

- Traffic may be reduced to a single lane of traffic during daylight hours. Both lanes of STH 82 must be open to traffic during non-working hours.
- Guardrail construction done under flagging operations must be replaced the same day prior to opening the road up to two lanes of traffic.
- All milled areas of existing asphaltic surfaces must be repaved within 72 hours.
- During the 9-day closure, detour signage will be required in the State of Iowa. Prior to installing the signage, Iowa DOT requires that a permit be submitted a minimum of 14 business days in advance.

B. Lane Closures, notification for LCS system - minimum 7 calendar days

C. Traffic Control Responsibility

1. Traffic Control Contractor: Barricade Flasher Service
2. Contact Name(s): Pete Lathrop
3. Phone number: (608) 795-2241
4. 24-hour phone number: (608) 795-2241

D. Incident Management Plan – review if there is one, or review protocol for incidents

## HAUL ROADS

A. Haul Roads - Any haul roads used for Base or Concrete deliveries?

B. Log haul routes with the following present

2. Project Engineer
3. Contractor
4. Local road representative

C. Other Comments -

## ENVIRONMENTAL CONSIDERATIONS

A. Erosion Control Implementation Plan (ECIP) – changes will require amendments. All amendments must be reviewed and approved by DOT and DNR, plan accordingly.

B. Materials cannot be stored, and equipment cannot be operated within any wetlands, unless part of the plans and addressed in the ECIP.

C. Sites beyond the right of way that are proposed for borrow sites, batch plant sites, waste sites, or staging areas for this project are required to have an evaluation for archaeological significance.

D. Review project specific requirements – NLEB, fish windows, swallow nesting, etc.

Northern Long-Eared Bat restrictions

Swallow Nests (May 1<sup>st</sup> to August 30<sup>th</sup> restrictions)

Archaeological Site within project limits (No ground disturbing activities beyond existing ditch)

No Asbestos found on the structures

Aquatic Exotic Species requirements

Waterway Marker Application & Permit form is required

Fish Spawning (May 1<sup>st</sup> to June 15<sup>th</sup> restrictions; no in-stream disturbance)

Labeling & Disposal of Waste Material (drop-off & pick-up locations at each bridge)

E. Review conditions in project permits, 401, 404, etc.

F. Re-topsoil, seed, fertilize, and mulch graded areas within 7 working days after grading is completed.

## **UTILITIES** – Project does come under the provisions of Trans 220

There are no known facilities within the project limits.

## **RAILROAD**

### A. Insurance requirements

Notify evidence of the required coverage, and duration to Contact Daniel Peltier, Manager of Public Projects; 80 44th Avenue NE, Minneapolis, MN 55421; Telephone (763) 782-3495; E-mail [daniel.peltier@BNSF.com](mailto:daniel.peltier@BNSF.com) to determine the applicable railroad rules and regulations. Once determined send the RPLI policy to [bnsf@certfocus.com](mailto:bnsf@certfocus.com). Approval of the policy will not take place until the Manager of Public Projects has been contacted.

Also, send a copy to the following: Scott Willinger, SW Region Railroad Coordinator; 3550 Mormon Coulee Road, La Crosse, WI 54601; Telephone (608) 792-1360; E-mail: [gene.willinger@dot.wi.gov](mailto:gene.willinger@dot.wi.gov)

Include the following information on the insurance document:

- Project ID: 5170-05-61
- Project Location: DeSoto, Wisconsin
- Route Name: STH 82, Crawford County
- Railroad Subdivision: Aurora Sub
- Crossing ID: 079 864U
- Railroad Milepost: 267.36
- Work Performed: Concrete deck repair (some full-depth) and overlay, curb repair, bearing repair, painting girders, and fiber wrap reinforcement of piers.

### B. Flagging requirements

Notify Daniel Peltier a minimum of 40 working days in advance to arrange for a railroad flagger. Reference the Crossing ID, Wisconsin Milepost and Subdivision found in the Special Provisions.

C. Coordination needed

## **MATERIALS**

A. Sources and locations

1. Base Course: Pedretti Quarry, Town of Genoa, Vernon County
2. Concrete Masonry: River City Ready Mix, Westby??
3. Concrete Aggregates: \_\_\_\_\_
4. Asphalt: \_\_\_\_\_

B. Material Certification Process – HTCP certified testers are required

1. WPMC – WisDOT Project Materials Coordinator: Ron Granger, Team Engineering
2. CPMC – Contractor Project Materials Coordinator: Devlin Huhta, Zenith Tech
3. Per Standard Specification 106.1.2(1) the WPMC & CPMC must complete the NEW HTCP online materials coordinator training prior to working on the project.

C. WisDOT will provide E-Guide (materials testing guide) to Contractor

D. QMP plans required 10 business days prior to placing respective materials

Base Aggregate Dense (St Joseph's Construction)

Concrete Masonry Deck Repair (ZTI) - Need concrete mix design (including sources of Cement, Fly Ash, Slag, Aggregates, and all admixtures)

Need Asphalt Mix Design test number from WisDOT's Approved List for Asphaltic Surface

E. Materials certifications must be received before incorporating materials into work

F. Any required acceptance tests must be complete and the results acceptable before work will be paid for

G. The Department does not want non-conforming materials incorporated into the work

H. Pre-pour meeting is required before concrete work begins

I. Pre-pave meeting is required before HMA work begins

J. Remaining Required Submittals –

K. QC data is subject to L.A.B. audits, it is imperative that all QC testing and documentation are completed and provided, as required. Faulty documentation is equivalent to not testing.

## **LABOR COMPLIANCE**

A. All required postings are to be in a location at the job site where workers can readily see them and must be in place when the job starts.

B. The prime contractor's signed EEO policy statement must be posted.

- C. Make sure that payroll submittals are timely and correct. Any apprentice hours should be highlighted.
- D. Other comments -

## **REAL ESTATE COMMITMENTS – N/A**

## **SURVEY**

- A. Design files - ZTI has requested the Alignment and Design Files for the project.

## **SAFETY**

- A. Flaggers shall be in sight of each other or in direct communication at all times.
- B. Contractor's Safety Plan

## **PROJECT ACCEPTANCE AND FINALS PROCESS**

- A. All project work must be complete and acceptable before time charges are stopped / substantial completion is granted
- B. Punch list will only include minor corrections and cleanup work
- C. Punch list work is to be completed within 5 days, and submittal of all required documentation must be within 21 calendar days of substantial completion
- D. Prompt response to requests for information and documentation will help with meeting the project closeout time frames, and promptly completing the finals process

## **OTHER - Any remaining comments / questions**

Does Arbor Green have an ACI / CRSI certified installer for the Adhesive Anchors?