



RE: 4th Street Extension – Phase 2 from Tuscola St. to Brainard St.
Contract ID: PW-7045

PROGRESS MEETING NOTES – No. 1

Date: Wednesday November 23, 2022
Place: Microsoft Teams Virtual Meeting

Purpose: Report on the progress and overall coordination of the work.
Notes By: HNTB

The following meeting notes set forth our understanding of the discussions and decisions made at this meeting. If you have any questions, additions, or comments, please contact the writer within five calendar days of receipt or by the next meeting. If we do not hear from you, we will assume that our understandings are the same. We are proceeding based on the contents of these meeting notes.

MTG ITEM NO.	DISCUSSION	ACTION REQUIRED BY

Safety

1.1.1	CED reminded Contractor to be cognizant of hazards associated with working in cold temperatures, including slip and fall hazards.	
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Mobility and Public Communication

2.1.1	CED reminded Contractor of traffic control requirements to limit the impact of construction on nearby residents.	
2.1.2	CED reminded the Contractor that the west side of 4 th Street is privately owned and as such no construction staging may take place there. The east side of 4 th Street is publicly owned, but construction is planned for this location in Spring 2023. The east side of the road may be used for staging until construction begins at that location. Also, GSD will be invited to progress meetings for this project if the project schedule overlaps with GSD improvements.	

Progress Schedule

3.1.1	Schedule updates for the project are as follows: - NTP is being finalized by CED in coordination with HRD. - Major Contracting intends to mobilize to site on 11/28. CED took no exception to this mobilization date. - Rauhorn Electric intends to begin work in January or February of 2023. - Major Contracting intends to cut to subgrade, complete underground utility work and place subbase this year to be prepared for concrete placement in early 2023. Major Contracting inquired as to whether any exceptions would be taken to completing the concrete work in December if temperatures allow. No exceptions were noted.	
3.1.2	HNTB requested that Major Contracting submit an overall project schedule.	Major Contracting
3.1.3	CED reminded all parties that daily notifications of work to be completed are required to be sent to CED. Major Contracting and HNTB will coordinate and route these notifications through HRC. Major Contracting also indicated that they will submit weekly look-ahead schedules to CED.	

Relevant and Outstanding Submittals / RFI's

4.1.1	Major Contracting will submit revised concrete mix designs. CED reminded Major Contracting that a pre-production meeting will be required prior to concrete placement on the project. HNTB reminded Major Contracting that a submittal will be required for the precast concrete catch basin as well. Major Contracting inquired as to whether a 48" structure is required at this location, as there may be conflicts with existing underground utilities. CED indicated that they believe we may be able to reduce the size of this structure if necessary. Major Contracting indicated that they will submit certs for a 48" structure and a 24" structure, and that they will expose existing utilities in the area and determine what structure size is most appropriate.	Major Contracting
4.1.2	CED reminded Major Contracting that cut sheets and drawings from Rauhorn Electric have yet to be submitted. Major Contracting to work with Rauhorn Electric and provide required submittals.	Major Contracting/ Rauhorn Electric

Utilities

5.1.1	CED will reach out to PLA to begin coordination for items to be provided by PLA per the special provisions. CED reminded Major Contracting that they will need to locate the conduit stub out from Phase I of the project, which should be located past where the sidewalk from Phase I ended. HRC noted that they can assist in locating this conduit if required.	CED
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Survey

6.1.1	No issues.	
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Materials

7.1.1	No issues.	
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Permits / Environmental / Soil Erosion & Sedimentation Control

8.1.1	HNTB reminded Major Contracting of SESC requirements, including inlet protection and silt fence. Major Contracting inquired as to where silt fence will be required. HNTB noted that silt fence requirements will be based on Major Contracting's means and methods and that there was quantity included in the contract for silt fence.	
8.1.2	HNTB inquired as to whether or not Major Contracting has completed soil testing yet. Major Contracting indicated that they intend to stockpile material before having it tested. CED noted that they will send Major Contracting the environmental reports that they have on file from Phase I of this project. HNTB noted that based on their understanding of what was encountered in Phase I, contaminated soil is more likely to be encountered beneath the existing roadway than above it.	Major Contracting/ CED

Work Orders / Contract Modifications / Field Changes

9.1.1	HNTB noted that a Contract Modification will be generated for the revised wage rate decision that was provided by CED. A draft of this Contract Modification will be sent to Major Contracting to review prior to it being generated.	HNTB
9.1.2	HNTB noted that a Contract Modification will be issued to remove the placement of sidewalks and tree grates on the east side of the road from the contract. It was noted that this will bring the required quantity of tree grates for this project to 9.	HNTB
9.1.3	CED noted that both DPW and HRD will review and sign contract modifications and pay estimates for this project.	

Prompt Payment

10.1.1	HNTB reminded Major Contracting that pay estimates for this project will be tied to wage compliance. HRD will review the status of wage compliance before estimates are released. All parties agreed to bi-monthly pay estimates for this project.	
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Wage Compliance

11.1.1	No issues.	
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Non-Conformance\Corrective Action

12.1.1	No issues.	
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Contractor Potential Claim/Issues

13.1.1	HNTB will review the additional cost submitted by Major Contracting regarding Rauhorn Electric's work items with CED.	HNTB
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HRD Comments

14.1.1	HRD requested a construction schedule and projected cash-flow schedule from Major Contracting.	Major Contracting
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Miscellaneous

15.1.1	CED noted that the existing roadway may be used as a base in areas where roadway grades allow. CED further noted that they believe that the existing roadway extends almost all the way to Brainard based on what was discovered during water main replacement in the area.	
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Next Scheduled Meeting(s)

16.1.1	Next weekly progress meeting will be held on 12/5 at 12:00 PM. HNTB/CED to coordinate and send all parties a list of available times for weekly progress meetings moving forward.	HNTB/CED
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Note: Meeting Item Number 1.2.3 – 1 is the topic, 2 is the progress meeting number and 3 is the meeting item number

Sincerely,

Marc Ledent on behalf of City of Detroit, City Engineering Dept.

Attachment(s): None

Attendance List

Richard Doherty (CED)	Marc Ledent (HNTB)
Steve Bannasch (CED)	Kevin Surhigh (HRC)
Pam Lemme (CED)	Joe Scappaticci (Major)
Dinah Bolton (HRD)	Bryan Marshall (Major)
Katrina Chaves (PDD)	
Lacey Hoefler (HNTB)	