



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

PROGRESS MEETING NOTES – No. 3

Date: Monday December 22, 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. 12/22/22 Update: CED reminded Major to be cognizant of cold weather hazards if they plan to work during the upcoming winter storm. Major indicated that they do not plan to work during this period.	
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Mobility and Public Communication

2.1.2	CED reminded the Contractor that the east side of 4 th Street is privately owned and as such no construction staging may take place there. The west side of 4 th Street is publicly owned, but construction is planned for this location in Spring 2023. The west 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.	
2.3.1	HNTB inquired as to whether Major is staging materials and equipment only on public property and whether Major has received any complaints from the public. Major indicated that they are only staging on public property and that they have not received any complaints from the public.	

Progress Schedule

3.1.2	HNTB requested that Major Contracting submit an overall project schedule. 12/5/22 Update: Major submitted project schedule. HNTB to review and provide comments. 12/22/22 Update: HNTB provided comments to Major. Major to revise schedule and resubmit.	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. 12/5/22 Update: Weekly look ahead schedules are being forwarded to the developer as well. 12/22/22 Update: HNTB requested that Major add them to the distribution list for weekly look ahead schedules.	
3.3.1	Schedule updates for the project are as follows:	

	- Major Contracting mobilized to site and began clearing, removals and aggregate base installation. - Rauhorn Electric intends to begin work in January or February of 2023. - Major Contracting completed investigatory work for the buried structures that were found during excavation and the structure that the new sewer line is to be tied into. The project is on hold until a decision is made on how to proceed on these issues. See item 3.2.2 for more detailed information. - CED inquired as to whether Major has shaped the grade to drain water as much as possible through the winter months. Major indicated that they shaped the site to the best of their ability and that they hope to be able to dry the grade fairly quickly in the spring.	
3.2.2	The project is currently on hold pending the results of investigations on existing buried structures that were found when excavating near the intersection of 4 th and Brainard. Major Contracting is scheduling National Industrial Maintenance to complete this investigation and will coordinate with HNTB. 12/22/22 Update: The project is still on hold pending resolution of these issues. National Industrial Maintenance completed investigatory work at the buried structures and the structure that the new sewer is to be tied into. Information gathered from this investigation and recommended solutions were sent to CED. CED noted that they are coordinating with GLWA on the buried gate well and DTE/DWSD on the presumed gas main that is running through the structure that the new sewer is to be tied into. HNTB noted that the buried catch basins will likely be abandoned and bulkheaded properly. CED noted that these issues will likely not be resolved until January.	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. 12/5/22 Update: Major Contracting indicated that they will submit revised concrete mix designs closer to pour dates.	Major Contracting
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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. 12/5/22 Update: HNTB will reach out to PLA to begin coordination for items to be provided by PLA.	HNTB
5.3.1	Major noted that they believe there to be an active gas leak on site because they could smell natural gas. Major indicated that they will reach out to DTE to report this gas leak so that the issue can be resolved while the project is on hold.	Major Contracting
5.3.2	CED has reached out to DTE and DWSD to find a solution for the presumed gas main that is running through the structure that the new sewer line is to be tied into.	CED

Survey

6.3.1	No issues.	
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Materials

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

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. 12/22/22 Update: CED sent HNTB the environmental reports from Phase I, which were then forwarded to Major. Major noted that two soil samples were taken on 12/21/22 and that they are currently awaiting results. Major indicated that they intend to have another soil sample taken when they excavate for the new storm sewer and structure. HNTB reminded Major to forward the test results to them once received.	Major Contracting
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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.	
9.2.1	Additional payment or extras may be encountered due to the existing structures that were found during excavation but not shown on the drawings.	

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.	
10.3.1	Major Contracting sent HNTB initial quantities for pay estimate 1. HNTB will review the quantities that Major submitted and send Major a draft estimate based on quantities completed to date. HNTB noted that due to the upcoming holidays the pay estimate will not be generated until early January.	
10.3.2	CED noted that in Phase I of this project HRD required verification that subcontractors had been paid for work included in a pay estimate when the pay estimate was submitted. Major indicated that this may pose an issue since they typically pay their subcontractors after they receive their payment. Major inquired as to whether submitting partial conditional waivers from their subcontractors would fulfill this requirement. HRD indicated that they will follow up with Labor Standards to determine whether this is acceptable.	HRD

Wage Compliance

11.3.1	Major noted that they will begin submitting payrolls since work has begun on site.	Major Contracting
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Non-Conformance/Corrective Action

12.3.1	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
13.2.1	Major Contracting indicated that there are delays associated with the existing structures that were encountered during excavation.	

HRD Comments

14.3.1	HRD requested photos of the site from before construction began. HNTB and Major will see if they have photos to share and will send them to HRD if available.	Major Contracting/ HNTB
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Miscellaneous

15.3.1	Major noted that they have engaged the Detroit Rescue Mission charitably and left information about employment with them to see if they can provide employment opportunities for the organization's patrons on this project.	
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Next Scheduled Meeting(s)

16.3.1	Weekly progress meetings will be held on Fridays at 9:00 AM beginning on January 13 th . HNTB will send Microsoft Teams invitations for these meetings.	HNTB
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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)	Lacey Hoefler (HNTB)
Pam Lemme (CED)	Marc Ledent (HNTB)
Steve Bannasch (CED)	Bryan Marshall (Major)
Dinah Bolton (HRD)	Joe Scappaticci (Major)
Kate Humphrey (HRD)	