



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

PROGRESS MEETING NOTES – No. 11

Date: Friday March 10, 2023
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

1.11.1	No issues.	
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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. 1/13/23 Update: HNTB inquired as to when GSD intends to start work. HRD indicated that they will try to get an update to share with the project team. 1/20/23 Update: GSD was invited to the next progress meeting to give an update on their schedule. 1/27/23 Update: GSD was unable to attend the meeting this week, but they plan to attend the next progress meeting. 2/3/23 Update: GSD noted that they are in the contracting phase and that they believe their work will begin around May. HNTB requested a copy of their plan set, which GSD agreed to share. GSD inquired as to when Major Contracting intends to finish sidewalk placement. HNTB noted that based on Major Contracting's schedule this work should be completed by June 9.	GSD
2.7.1	Major Contracting inquired as to whether the soil currently stockpiled on site is to be removed. CED noted that GSD may be able to use this soil for their project. The project team will confirm with GSD in the next progress meeting that they attend whether or not they will be able to use this soil. HNTB and Major Contracting will confirm what was originally specified in the project documents in regard to this soil. 2/17/23 Update: HNTB clarified that disposal of the soil is included in the pay item for Excavation, Earth per the Special Provision included in the bid documents. 3/10/23 Update: HNTB to confirm with GSD that they have no use for the soils.	HNTB

Progress Schedule

3.11.1	Schedule updates for the project are as follows: Major Contracting noted that they may have a crew on site for several days next week to complete remaining underground work and aggregate base placement and that the remainder of work will be completed once seasonal restrictions are lifted.	
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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
4.10.1	Major Contracting indicated that certifications for brick and block to be used on this project are forthcoming.	Major Contracting

Utilities

5.8.1	CED requested that Major Contracting send them the location of the unmarked Comcast line that was located during excavation. 2/17/23 Update: Major Contracting indicated that they will have their surveyor locate this line for CED when they are on site.	Major Contracting
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Survey

6.5.1	CED requested that Major Contracting collect survey information as underground work is completed to ensure that all new work is properly documented in the project as-builts. Major Contracting agreed to collect and document this information.	Major Contracting
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Materials

7.11.1	Major Contracting noted that their suppliers are indicating that they do not see any issues that would impact concrete procurement this spring.	
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Permits / Environmental / Soil Erosion & Sedimentation Control

8.11.1	No issues.	
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Work Orders / Contract Modifications / Field Changes

9.11.1	No issues.	
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Prompt Payment

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. 1/13/23 Update: Draft estimate was sent to the Contractor. Major Contracting indicated that the estimate is being processed currently. Major Contracting also confirmed that no subcontractor work was included on this estimate. 1/20/23 Update: Major Contracting returned the draft estimate to HNTB. HNTB to send the draft estimate to CED for internal review. 1/27/23 Update: Draft estimate was sent to CED for review. CED requested and was provided a copy of the estimate showing the amount of the estimate broken down by funding source. HRD requested a copy of the estimate signature sheet, CED noted that they would forward the draft estimate to HRD. 2/24/23 Update: CED and HRD accepted the draft pay estimate. HNTB to generate estimate and circulate for signatures. 3/10/23 Update: Estimate is in signature process with HRD.	HRD
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10.5.1	HRD noted that certified payrolls, the proper cover page and Sworn Statements must be submitted prior to pay estimates being generated. HRD discussed their internal process for reviewing and approving pay estimates and noted that they would not require any assistance from HNTB or CED to process the estimate on their end. HRD also noted that draft estimates are to be sent to Dinah Bolton and Kate Humphrey for review prior to being generated.	
10.10.1	Major Contracting indicated that they would like the next draft pay estimate to be submitted once they have completed underground work and aggregate base installation.	

Wage Compliance

11.11.1	No issues.	
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Non-Conformance\Corrective Action

12.11.1	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. 1/13/23 Update: HNTB requested additional justification and backup for this proposed additional cost. Major Contracting indicated that they would work with Rauhorn Electric to provide the requested documentation. 1/20/23 Update: Rauhorn Electric provided additional justification and backup to HNTB for this proposed cost. HNTB to review what was submitted.	HNTB
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HRD Comments

14.11.1	HRD noted that CBDG funds should be spent to the greatest extent possible by the end of April and asked if all payments can be made with CBDG funds until these funds are exhausted. CED took no exception to this and will work with HRD to ensure that payments are processed properly.	
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Miscellaneous

15.6.1	Major Contracting noted that when installing underground electrical items Rauhorn Electric was only able to locate one 3" conduit that was stubbed out in Phase 1 of the project, but the pay items associated with Phase 2 call for two conduits to be installed. HRC provided HNTB with the drawings from Phase 1 which indicate that only one conduit was installed. HNTB will review what was installed by Rauhorn Electric and coordinate with PLA to determine if it is acceptable to only use one conduit for the lighting work associated with this project. 2/3/23 Update: HNTB confirmed that Rauhorn installed two new conduits as shown in the documents for this project and noted that they will notify PLA that a spare 3" conduit will be present at this location.	HNTB
15.6.2	CED inquired as to whether the project is shut down due to weather. Major Contracting noted that the project is on hold pending DTE's response to the presumed gas main issue (see note 3.2.2) since sewer installation is the next scheduled activity. Major Contracting also noted that once the underground work is completed they will wait until spring to place concrete, as was originally anticipated. 2/3/23 Update: HNTB reminded Major Contracting that 24 – 48 hours' notice is required prior to resuming work so that an inspector can be made available.	

Next Scheduled Meeting(s)

16.11.1	March 24, 2023 9:00 AM – Weekly Progress Meeting	
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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

Pam Lemme (CED)	Marc Ledent (HNTB)
Larry Catrinar (HRD)	Lacey Hoefler Hicks (HNTB)
Kate Humphrey (HRD)	Bryan Marshall (Major Contracting)
Dinah Bolton (HRD)	Joe Scappaticci (Major Contracting)