



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

PROGRESS MEETING NOTES – No. 13

Date: Friday April 14, 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		
1.13.1	No issues.	
Mobility and Public Communication		
2.13.1	No issues.	
Progress Schedule		
3.13.1	Schedule updates for the project are as follows: Major Contracting intends to place concrete for the west half of the roadway on 4/19. Prior to this date Major Contracting will have a crew on site to finish grading and compacting aggregate base and set forms.	
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. 3/24/23 Update: HNTB reminded Major Contracting that mix designs will need to be submitted early enough to allow time for a pre-production meeting to take place prior to concrete placement. 4/14/23 Update: Major Contracting submitted new mix designs. HNTB to check review status with Somat and schedule a pre-production meeting early next week.	HNTB
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

6.13.1	No issues.	
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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

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

9.12.1	HNTB to compile and send Contract Modification for issues encountered with underground utility installation for review. This cost will be offset by sidewalks and tree grates that were removed from the project.	HNTB
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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. 4/14/23 Update: Pay Estimate 1 has been processed. This issue is closed.	
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. 4/14/23 Update: First Pay Estimate was processed with no additional backup required by HRD. This issue is closed.	
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. 3/24/23 Update: HNTB and Major Contracting will begin working on the next pay estimate. 4/14/23 Update: Pay Estimate 2 has been generated and routed for signatures. This issue is closed.	

Wage Compliance

11.13.1	No issues.	
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Non-Conformance\Corrective Action

12.13.1	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	HNTB
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	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.	
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HRD Comments

14.13.1	No issues.	
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Miscellaneous

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. 4/14/23 Update: Work is resuming on site. This issue is closed.	
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Next Scheduled Meeting(s)

16.13.1	- April 21, 2023 9:00 AM – Weekly Progress Meeting (<i>to be held on-site if the Contractor is working. Major Contracting and HNTB to confirm by 4/20.</i>) - April 17, 2023 Time TBD - Concrete Pre-Production 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)
Richard Doherty (CED)	Lacey Hoefler Hicks (HNTB)
Tracine Pickett (CED)	Kevin Surhigh (HRC)
Dinah Bolton (HRD)	Bryan Marshall (Major Contracting)
Kate Humphrey (HRD)	Shreyas Kumar (Major Contracting)