



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

PROGRESS MEETING NOTES – No. 18

Date: Friday May 19, 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		
1.18.1	No issues.	
Mobility and Public Communication		
2.18.1	No issues.	
Progress Schedule		
3.18.1	Schedule updates for the project are as follows: - Sidewalks were placed and 7 of 9 tree grates were installed in the past week. - The remaining tree grates will be installed once received from the supplier. - Removal of stockpiled soil and restoration work remain to be completed. - Major Contracting noted that they are targeting early June for final completion.	
Relevant and Outstanding Submittals / RFI's		
4.18.1	No issues.	
Utilities		
5.18.1	No issues	
Survey		
6.17.1	CED reminded Major Contracting to include utility and topographic information on the as-built drawings. 5/19/23 Update: Major Contracting noted that topographic information was surveyed this week.	
Materials		
7.18.1	No issues.	
Permits / Environmental / Soil Erosion & Sedimentation Control		
8.18.1	No issues.	
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. 4/28/23 Update: The light pole foundation cost negotiated with Rauhorn Electric will be added to this CM. 5/12/23 Update: Rauhorn Electric intends to submit a proposal for additional cost due to the	HNTB

	light pole and foundation that were provided by PLA being incompatible. This additional cost will be included on this CM once agreed to.	
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Prompt Payment

10.15.1	Labor Standards is reviewing Pay Estimate 2. Draft Pay Estimate 3 will be circulated for review next week. 5/5/23 Update: Draft Pay Estimate 3 was sent to Major Contracting for review. 5/12/23 Update: Labor Standards requested additional backup for Pay Estimate 2. Major Contracting to provide the requested backup. Pay Estimate 3 was generated and will be sent for signatures once acceptable backup has been provided. 5/19/23 Update: Pay Estimate 2 is with ODG for signatures. HNTB to circulate Pay Estimate 3 for signatures.	HNTB
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Wage Compliance

11.18.1	No issues.	
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Non-Conformance/Corrective Action

12.18.1	No issues.	
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Contractor Potential Claim/Issues

13.18.1	No issues.	
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HRD Comments

14.16.1	HNTB to check in with GSD regarding the schedule for their adjacent project. Major to haul off unneeded soil prior to work on the adjacent project beginning. 5/19/23 Update: GSD is waiting for the soil stockpiles to be removed to begin their project.	Major Contracting
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Miscellaneous

15.14.1	CED expressed concerns regarding ill-fitting tree grates causing trip hazards, which has been witnessed on other projects. Major Contracting and HNTB noted that care will be taken when installing tree grates to ensure that no trip hazards exist. 5/19/23 Update: 7 of 9 tree grates have been installed with no noted trip hazards. HNTB and Major Contracting will ensure that the remaining 2 tree grates are installed free of trip hazards. It was discussed that tree grates will not be welded at this time since the trees have not been installed.	
15.17.1	Major Contracting noted that no pay items for permanent signage were included in the contract. CED requested that HNTB provide a breakdown of existing signage at the intersections and recommendations for new signage to be installed so that they can forward the information to TED to have the work completed. HNTB noted that they will also review pavement markings and provide recommendations for additional markings, if any. 5/19/23 Update: CED will confirm with TED whether a stop bar is required at this stage.	

Next Scheduled Meeting(s)

16.18.1	June 2 or 9 (pending project completion), 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)	Lacey Hoefler Hicks (HNTB)
Kate Humphrey (HRD)	Bryan Marshall (Major Contracting)
Dinah Bolton (HRD)	