



2019 STREET & ALLEY IMPROVEMENT PROJECT
Preconstruction Meeting
Agenda/Outline
City of Two Harbors
BMI Project No. N16.117151
9:00 am June 14, 2019

1. Introductions / Attendance
2. Project Description
3. Notice of Award
4. Contracts / Insurance
5. Notice to Proceed
6. Contract Administration
7. Project Communication
8. Construction Staking
9. Construction Documents
10. Reference Specifications
11. Milestones / Completion Date
12. Permits
13. Right-of-Way / Easements
14. Restrictions
15. Utilities
16. Contractor Schedule
17. Subcontractors / Suppliers
18. Submittals
19. Safety
20. Site Management
21. Erosion Control
22. Traffic Control and Access
23. Public Infrastructure
24. Removals
25. Excavation
26. Testing
27. Payments
28. Project Completion

1. Introductions / Attendance
 - a. Sign in sheet.
2. Project Description
 - a. Reconstruction of 6 blocks – 2 avenues, 4 alleys.
3. Notice of Award
 - a. Issued May 14, 2019.
4. Contracts / Insurance
 - a. Contracts
 - i. Issued to Contractor May 17, 2019.
 - ii. Returned to City Engineer May 23, 2019.
 - iii. Prevailing wages
 - iv. Project Labor Agreement
 1. Labor meeting
 2. Trade Council signature
 - a. Signed
 3. Subcontractor forms
 - a. Not received yet
 4. Workers in 55616 zip code.
 - b. Insurance Certificate.
 - i. Revised documents provided by Contractor June 10, 2019.
 1. City Attorney indicated acceptable.
5. Notice to Proceed
 - a. Will be issued after contracts are signed.
6. Contract Administration
 - a. Owner – City of Two Harbors:
 - i. Dan Walker – City Administrator
 - ii. Blake Prince / Jim Gilbert – Public Works
 1. Storm Sewer
 2. Streets
 3. Sidewalks
 - iii. Paul Johnson – Utility Superintendent
 1. Sanitary Sewer Collection
 2. Water Distribution
 3. Gas
 - iv. Steve Kosmo
 1. Assistant to Paul Johnson.
 - v. Blake Prince – Electric Superintendent.
 1. Electric
 - b. Engineer – Bolton & Menk
 - i. Joe Rhein – City Engineer
 - ii. Joe Pelawa – Duluth Office P.E.
 - iii. Garey Pankonin – Resident Project Representative

- c. Contractor – Utility Systems of America Inc.
 - i. Primary Contacts
 - 1. Project Manager – Jim Pucel
 - 2. Superintendent – Kenny Huisman
 - 3. On-Site Foremen:
 - a. Pipe Foreman
 - b. Street Foreman
 - ii. 24-hour Emergency Contact
 - iii. Safety
 - iv. SWPPP Manager – Kenny Huisman
7. Project Communications
- a. Contractor questions should go to Engineer
 - i. 1st Contact – Garey.
 - ii. 2nd Contact – Joe P.
 - iii. 3rd Contact – Joe R.
 - b. Direct resident questions to Engineer or to City Hall.
 - c. Project website.
 - d. Project notices.
 - i. Utility service interruptions
 - 1. See Requirements in Section 01310
 - a. Contractor schedule in advance with City & Engineer.
 - b. City prepare and deliver notices.
 - ii. Other activities:
 - 1. Curbing / driveways
 - 2. Paving
 - e. Neighborhood meeting
 - i. June 10th @ 7:00 pm
 - f. Progress meetings.
 - i. Weekly meetings per Section 01315.
8. Construction Staking
- a. Will be done by Bolton & Menk.
 - i. 2-working days minimum for request (Section 01720).
 - ii. Request through Garey.
9. Construction Documents
- a. Drawings
 - i. Conformed set for construction: 5-14-19.
 - 1. Title sheet stamped in red "ISSUED FOR CONSTRUCTION".
 - ii. Sets distributed at meeting.
 - b. Standard Detail Plates
 - i. On Drawings.
 - c. Project Manual/Specifications
 - i. Confirmed manual – cover stamped in red "ISSUED FOR CONSTRUCTION".
 - ii. Sets distributed at meeting.
 - d. PDF of Conformed documents
 - i. Available for download - Link sent out with meeting notice.

10. Reference Specifications

- a. Project Manual Section 01420
 - i. Minnesota Department of Transportation (MnDOT)
 - 1. 2018 Standard Specification
 - 2. Standard Plans and Details
 - 3. MMUTCD
 - 4. Temporary Traffic Control Field Manual
 - ii. City Engineers Association of Minnesota (CEAM)

11. Milestones / Completion Date

- a. Project Manual Section 00520 – Agreement.
- b. Milestones
 - i. Milestone #1: From start of work through aggregate base:
 - 1. Varies block to block.
 - 2. Does not apply to 9th Avenue.
 - ii. Milestone #2: From aggregate base through first lift of pavement
 - 1. All segments – same duration.
 - 2. Does not apply to 9th Avenue.
 - iii. Milestone #3 - From start of work through first lift of pavement
 - 1. Applies to 9th Avenue only.
- c. Substantial Completion: September 27, 2019.
 - i. All concrete, pavement, turf.
- d. Final Completion: October 18, 2019.
- e. Community Celebration – “Heritage Days”
 - i. July 11th – 14th.
 - ii. No direct impacts to project sites anticipated.
 - 1. Be generally aware of activities.

12. Permits

- a. NPDES – Construction Stormwater General Permit
 - i. Application submitted online June 14th.
 - 1. Anticipated coverage start date: June 17th
 - a. No removals until coverage is confirmed.
 - ii. Contractor is Co-Permitee.
 - 1. Trained Construction SWPPP Manager.
 - a. Information has been provided.
 - iii. SWPPP
 - 1. Project Manual Section 02370.
 - 2. Drawings – Sheets C2.01 – C2.06.
 - 3. Copy maintained on-site at all times.
 - a. Update as necessary.
- b. Minnesota Department of Health.
 - i. For water system on 8th Avenue.
 - ii. Permit approved May 15, 2019.
- c. Lake County:
 - i. Impacts / patches to County Roads.
 - ii. County Pit – Peterson Pit (Spec 02330 2.1.H)

- d. Permits not required:
 - i. MPCA (Sanitary Sewer).
 - 1. No new extension or services. Just replacement of existing.

13. Right-of-Way / Easements

- a. No existing easements beyond ROW.
- b. Coordination for sewer and water services:
 - i. Permission from property owners.
 - ii. Stop short of ROW if no permission.
- c. ROW limits will be staked as necessary.

14. Restrictions

- a. Working hours:
 - i. Project Manual – Section 01310.
 - ii. 7:00 am to 7:00 pm.
 - 1. No starting of equipment early.
 - iii. Monday to Friday.
 - iv. Saturdays – by request.
 - v. Sundays and holidays – only with written authorization or emergency.
- b. Utility service interruptions:
 - i. General requirements per Project Manual Section 01310 – Coordination.
 - ii. Water: Project Manual Section 02510 – Domestic Water System.
 - 1. Connection to 12-inch main on 8th Avenue.
 - 2. Temporary water system on 8th Avenue.
 - iii. Sanitary Sewer: Project Manual Section 02530 – Pipe Sewers – Sanitary.

15. Utilities

- a. City of Two Harbors – Gas and Electric
 - i. Gas – Coordinate with Paul Johnson.
 - ii. Electric – Coordinate with Blake Prince.
 - iii. Most located in alleys.
 - 1. Pothole in advance (bid item).
 - 2. Modification of alley excavation if necessary.
 - 3. City may want to have personnel on site during excavations.
 - iv. Potential City Electric work within project limits:
 - 1. Placement of new underground conduits.
 - 2. Replacement of light poles.
- b. Telecommunications:
 - i. Frontier.
 - ii. Northeast Service Cooperative (NESC).
- c. Cable TV – Mediacom – responded all clear.
- d. Centurylink.

16. Contractor Schedule

- a. Written schedule required per Spec 01310/01330.
 - i. General approach per e-mail of June 5th.
 - 1. 8th Avenue.
 - 2. Alleys N of 7th and 8th Avenues.
 - 3. Alley N of 2nd Avenue (both blocks).
 - 4. 9th Avenue.
- b. Anticipated start of work.
 - i. Verify whether tree removal & saw cutting triggers Milestones.
- c. Projected completion – September 27th.
- d. Number of Crews
- e. Number of sites under construction simultaneously
 - i. Two allowed during Milestone 1 activities (Project Manual section 01310).
 - ii. Up to four sites allowed during Milestone 2 activities.
 - iii. If more sites desired for work simultaneously during either Milestone, written request and written authorization required.
- f. Hours/Days of Work

17. Subcontractors / Suppliers

- a. Information submitted with bid.
 - i. Additions?
 - ii. Updates?

18. Submittals

- a. Project Manual Section 01330 – Submittals.
 - i. Submittals list.
 - ii. Submittals accepted to date:
 - 1. Sanitary MHs
 - 2. MH castings (solid top)
 - 3. Select granular
 - 4. Pipe bedding
 - 5. Pipe materials and appurtenances.
 - iii. Submittals reviewed and requiring revision to date:
 - 1. CB casting
 - 2. Hydrant
 - 3. Other items as transmitted to contractor.
 - iv. Submittals not yet received
 - 1. Storm sewer structures
 - 2. Concrete mix design
 - 3. Bituminous mix designs
 - 4. Class 5
 - 5. Restoration (topsoil and seed)
- b. Project Manual Section 02510 – Domestic Water System:
 - i. Work Plan for 8th Avenue water system (Spec 02510 3.1.B)
- c. Project Manual Section 02530 – Pipe Sewers – Sanitary:
 - i. Work Plan for temporary bypass.
 - ii. DVD and log of televising.

19. Safety

- a. Project Manual Section 00800 – Supplemental Conditions:
 - i. SC-7.12: Contractor responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- b. Project Manual Section 01110 – Summary:
 - i. Potential deducts for non-response to safety issues.
- c. Material safety data sheets.
- d. OSHA requirements.
- e. Public Safety.
 - i. Project site located in residential areas.

20. Site Management

- a. Stockpiling / staging / boneyard:
 - i. Contractor responsible to secure sites.
- b. Disposal:
 - i. No disposal within project area.
- c. Sanitary facilities
 - i. Contractor required to provide sanitary facilities for use by employees.
 - ii. Locate so as not to adversely impact any adjacent properties.
- d. Respect of adjacent properties.
 - i. No trespassing.
 - ii. Control trash and debris.
 - iii. No offensive language or behavior.
- e. Garbage service
 - i. Uses alleys.
 - ii. Multiple haulers.
 - iii. Contractor responsible to maintain service.
 - 1. May require transporting containers to and from ends of alleys.
- f. School Bus routes
 - i. Be aware of if construction extends into start of school year.
 - ii. Other routes?

21. Erosion Control

- a. Temporary.
 - i. Hydraulic Mulch (No Seed)
- b. Permanent.
 - i. Standard restoration seed with hydromulch.
 - ii. Bid item for blanket on steep slopes.
 - iii. Bid item for sod
 - 1. For use upon specific request.
- c. Dust control.
 - i. Prior to weekends.
- d. Street sweeping / cleaning.
- e. Temporary sediment traps
 - i. 8th Avenue

22. Traffic Control and Access

- a. Project Manual Sections 01550 and 01555.
 - i. Haul routes.
 - 1. No use of alleys.
 - 2. Use Highway 61 and County Roads to maximum extent practical.
 - ii. Daily access.
 - 1. Residential properties – daily from 7:00 pm to 7:00 am.
 - a. Alleys – accessible from at least one direction.
 - b. 9th Avenue
 - 2. Curb / driveway construction.
 - a. Access interruption allowed during curing.
 - b. Notification of residents.
 - iii. No open trenches overnight.

23. Public Infrastructure

- a. Project Manual Section 01310 – Coordination.
- b. Sanitary Sewer System – Project Manual Section 02530:
 - i. Maintenance of existing flow:
 - 1. 8th Avenue
 - ii. Verification of existing sanitary service locations along 8th Avenue.
 - iii. Connection to existing service.
 - iv. Document service locations for record drawings.
 - v. Imported granular bedding material required per Detail and Specification.
- c. Water System – Project Manual Section 02510:
 - i. Operation only by City Staff.
 - ii. Coordination with City for connections.
 - iii. Temporary water system.
 - iv. Water for construction
 - 1. Contractor responsible to furnish.
 - 2. Do not take from hydrants on site.
 - 3. Hydrant available at Public Works building for use.
 - a. Coordination with City Water Department.
 - v. Hydrants – plugged weep holes.
 - vi. Insulation – bid item for use if needed.
 - vii. Connection to 12-inch main.
 - 1. Overnight required.
 - 2. Phasing per plan & spec (C4.02, 01310 3.1).
 - 3. Advance excavation of tee – pay item.
- d. Sewer or Water Service Interruptions
 - i. As previously discussed.
- e. Storm Sewer
 - i. Alley North of 2nd Avenue (2nd to 3rd St.)
 - ii. Drain Tile
 - 1. Alley North of 2nd Avenue – both blocks.
 - a. Provide new structures ready for connections.

- 2. Connections to existing structures
 - a. Core drill required.
 - b. 8th Avenue
 - c. Alley North of 8th Avenue
 - i. 8" main
 - ii. 6" laterals with yard drains
- f. Alleys – drainage
 - i. Cross slope.
 - ii. Transitions at ends
 - 1. Concrete Aprons at the end of each Alley Entrance
 - 2. Concrete Pad at the end of Alley North of 2nd Avenue (2nd to 3rd St.)

24. Removals

- a. Trees
 - i. Designated by Owner or Engineer.
- b. Bushes / Shrubs
 - i. Incidental. No separate bid item.
- c. Signs
 - i. Bid items for salvage & reinstall existing.
 - 1. Includes storage.
 - ii. City may prefer to provide new materials.
 - iii. Temporary signs during construction.
- d. Pavement – Project Manual Section 02220.
 - i. Method.
 - ii. Type
 - 1. Existing concrete pavement
 - a. Bituminous overlays included in bid unit price.
 - iii. Saw cutting.
 - 1. Bid item by type.
 - 2. Includes avenues, alleys, and driveways.
- e. Sidewalks
 - i. Limits to be reviewed with Owner or Engineer prior to removals.
 - 1. Intent to avoid impact to steps on north side of 8th Avenue if possible.
 - a. Pipe railings not anticipated to be necessary.
 - ii. Establish closure or maintain access as necessary after removals and prior to placement of new concrete, and also during curing period of new concrete.
- f. Sewer and/or water pipe:
 - i. Anticipate all existing will be removed and not abandoned in place.
- g. Salvage items as designated by Owner – Project Manual Section 02220, Item 3.1.H.
 - i. Castings, hydrants, valves, valve boxes.

25. Excavation

- a. Payment at Plan Quantity.
 - i. Any increase in excavation limits (area or depth) directed in field will be measured and paid as Common Excavation, Special.
 - ii. Any decrease in excavation limits (area or depth) directed in field will not reduce plan quantity.

- b. Alley Excavation – general
 - i. Standard with 16-feet.
 - ii. Standard depth 24-inches.
 - iii. Review with City & Engineer if any modifications to excavation needed:
 - 1. Reduction of depth or width.
 - iv. Pothole / review existing gas main and services in advance. Bid item.
- c. Alley North of 8th Avenue
 - i. East end of alley to be less than 16-feet wide past critical garage (C6.06).

26. Testing

- a. Sanitary Sewer:
 - i. Televising.
 - ii. Deflection / mandrel.
 - iii. Leakage test (air or hydrostatic).
 - 1. Waived for segments with existing services reconnected.
- b. Water System:
 - i. Pressure, conductivity, bacteria specified.
 - ii. Owner / Engineer can waive any test at discretion.
 - iii. Visual inspection minimum.
- c. Trench backfill.
- d. Aggregate, bituminous, concrete.
- e. Adequate notice for scheduling.
- f. AET providing construction materials testing for Owner.

27. Payments

- a. Quantities
 - i. Contractor furnished.
 - ii. Verification with Engineer.
 - iii. Tickets:
 - 1. Aggregate materials for street.
 - a. Weight tickets preferred.
 - b. Volume tickets are acceptable.
 - c. Conversion factors on plans.
 - 2. Bituminous mix & tack.
 - 3. Other?
- b. Monthly/Cut-off Date.
- c. Change Orders / Extra Work.

28. Project Completion

- a. Initial Inspection.
- b. Punch List (Final Inspection).
- c. Contractor information for Record Drawings:
 - i. Project Manual Section 1330.
 - ii. Sanitary sewer service information.

End of Agenda.