

## PRE-CONSTRUCTION MEETING MINUTES

**Project Name:** Town of Wynnedale Resurfacing  
**Meeting Location:** CMT Conference Room; 8790 Purdue Rd 46268  
**Meeting Time:** Wednesday, March 14, 2018 at 10:00 am; began at 10:30am  
**Contractor:** Calumet Civil Contractors  
**Owner:** Town of Wynnedale  
**Attendees:** Jeff Thixton – Calumet – 317-716-6669, jthixton@calumetcivil.com  
Sean Smith – CMT – 317-492-9169, ssmith@cmtengr.com  
Rich Condre – CMT – RPR – 317-281-4496, rcondre@cmtengr.com  
Cassie Reiter – CMT – 317-492-9166, creiter@cmtengr.com  
Jarnell Craig – Town of Wynnedale – 317-627-8899, jarnell2@sbcglobal.net

### **I. Opening Comments/Introductions**

### **II. General Project Overview**

- a. Resurfacing of Roland Road and Knollton Road (Roland Rd. from Wynnedale Rd to Wilshire Rd) and Knollton Rd
- b. Alternates 1 (Knollton Rd. from 42<sup>nd</sup> Street to Wynnedale Rd) and 2 (intersection of Knollton Rd. & Wilshire Rd.) accepted by the Town of Wynnedale
- c. Contract = \$69,200 total contract – Base Bid (\$36,498.00) plus Alternates 1 & 2 (\$24,264.00, 8,438.00 respectively)

### **III. Establish Contract Dates**

- a. Notice to Proceed: Issued to Calumet 03-14-2018 by letter in this meeting
  - i. Work Start Date: per Calumet schedule 04-02-2018 pending weather
- b. Project Completion:
  - ii. Substantial Completion Date: **On or before May 31, 2018**
  - iii. Final Completion Date: **On or before July 1, 2018**
- c. Liquidated Damages:
  - iv. **\$500.00** /day for delay in achieving Substantial Completion.
  - v. **\$100.00** /day for delay in achieving Final Completion.
- d. No Addendums

### **IV. Utility Relocations and Related Discussions**

- e. Citizens Energy Group, No conflict letter received
- f. CEG Gas review letter – see attached.
- g. IPL – Rhonda Williams – existing facilities in the area, with columns, cables, wires, bases and lights owned and maintained by the Wynnedale HOA. There is underground cable coming from customer owned pole #322 feeding the lighting off Wilshire Rd, and others crossing from pole #388 to #246 and #247 to #248. See attached.
- h. MCI/Verizon – Chris Fowler - aerial fiber cable on IPL poles along 44<sup>th</sup> Street south side.
- i. Comcast – Thomas Spencer – aerial crossing of Roland.
- j. Marion County Surveyor – no conflicts

**V. Preliminary Matters**

- a. Executed Agreement - complete
- b. Certificates of Insurance – Calumet has submitted
- c. Payment Bonds – missing the warranty bond, but that will not come until completion of the work.

**VI. Discussion Items**

**k. List of Major Subcontractors**

- i. Calumet Civil Contractors to submit list of subcontractors – ITS for markings and signs

**l. Construction Schedule**

- i. Schedule provided to CMT 03-07-2018. See attached. April 2 start date, with completion April 12.
- ii. Calumet will pass out a notice and tentative schedule. Likely to knock on the residents doors.
- iii. Jarnell can place on the Town website if schedule is given to her.
- iv. Calumet to provide 24-hour notice to RPR Rich Condre - required.
- v. Rich will mark the base repairs in the field.
- vi. 9 total work days scheduled per Calumet.
- vii. Calumet likely start work at 8am.
- viii. Trash pickup is Wednesday for the Town.

**m. Work Schedule Notifications**

- i. Required daily email to RPR Richard Condre (CMT – [rcondre@cmtengr.com](mailto:rcondre@cmtengr.com)) per contract documents. Rich can send to Jarnell for Town posting.
- ii. Submit 1 week, rolling forecast schedule to RPR. Will use Calumet schedule submitted, unless it changes.
- iii. **Calumet to provide certified payroll statements with invoice/pay requests.**
- iv. **Roads are narrow. Calumet shall notify residents in advance of work so that they can be prepared to move vehicles out of the work area, and still access their homes. Likely not enough room to drive around the work when milling and paving.**

**n. Submittals needed**

- i. Pavement markings
- ii. Casting adjustment rings

**o. Damage Survey**

- i. It is recommended that Calumet perform any documentation necessary prior to construction to record the existing conditions.
- ii. Calumet typically video's the roadway prior to construction.

**p. Public Coordination**

- i. Access to all entrances and approaches shall be maintained at all times. When passing by driveway, it is noted that entrances and approaches will be restricted at times. Calumet will make accommodations possible for emergency vehicles.
  - 1. Notify all residents when access may be limited
  - 1. Variances to be requested to RPR 7 days in advance.

- 2. Needs to include Parking area for Home Owner during construction – in case of base repair at driveways. Very seldom do homeowners park in the street.
  - ii. Property Owner/Resident requests should be directed to RPR
- q. Change Order Process
  - i. Treat it similar to an Indy DPW procedure. If needed, a work directive and a proposal will happen before work is authorized.
- r. Request for Information
- s. Permits – Need to be submitted to CMT 5 days prior to Work Start date
  - i. Contractor to secure if required by Indianapolis
  - ii. Town does not have any permits that are required for this work.
- t. Indy DPW RPR Safety Policy Memo will be used. Calumet is responsible for their workers' safety.

## **VII. Designation of Responsible Personnel**

- a. Town of Wynnedale – Owner Representative
  - i. Jarnell Craig, Clerk-Treasurer
  - ii. Dr. John Kincaid, [jkincaid@iupui.edu](mailto:jkincaid@iupui.edu)
- b. Crawford, Murphy & Tilly, Inc. Inc. – Project Manager / RPR
  - i. Richard A. Condre
    - 1. (317) 281-4496, [rcondre@cmtengr.com](mailto:rcondre@cmtengr.com)
  - ii. Rich is the point of contact for the Town
- c. Calumet Civil Contractors – Project Manager – Jeff Thixton, 317-716-6669
  - i. Superintendent – Jimmy Evans – 765-212-7174
  - ii. Account/Payment Representative – Jim Sylvester – 317-769-1900
  - iii. Safety Officer – Steve Sweet – 317-538-2885

## **VIII. Coordination**

- a. Submittals – through Rich Condre
- b. Scheduling – through Rich Condre
- c. Material Delivery and Storage – no site storage planned
- d. Testing and Sampling – for HMA asphalt and since small quantities, RPR just needs the Certification with 1<sup>st</sup> or 2<sup>nd</sup> asphalt load
- e. Pay Requests in accordance to General Condition Article 13 – Payments To Contractor And Completion
  - i. Delay if quantity tracking procedures not followed
  - ii. Payroll reports need to be submitted with every pay request in accordance to Article 13.7 of the General Conditions
  - iii. RPR will, within five (5) days after receipt of each Application for Payment, recommend and present payment or return to the Contractor with reasons for refusing payment in accordance to Article 13.9 of the General Conditions
    - 1. Calumet plans on 1 pay estimate. Town Board meets on the 2<sup>nd</sup> Wed of every month.
  - iv. Copy of the Contractors As-Builts as backup documentation to the Pay Request at the request of the Owner or Engineer (GC 6.19.4)

**IX. Testing Requirements**

- f. Quality Control (Contractor)
- g. Independent Assurance (RPR) – not aware of any at this time
- h. Testing (Contractor/Supplier)

**X. Submittals**

- i. Shop Drawings – do not anticipate any
  - i. A schedule of the submittal schedule showing the proposed dates for submission of required shop drawings, samples and product data.
- j. HMA Job Mix Formula – Calumet has sent it to CMT for review
- k. Certification, Product Data, Manufacturer’s Instruction
- l. Testing Reports please send to RPR

**XI. Record Drawing**

- m. Electronic (Format) – pdf copy
- n. Hard Copy – Red Line copy from RPR

**XII. Close – Out Documents**

- o. Substantial Completion
- p. Punch List
- q. Final Quantities
- r. Project As-Built Drawings – RPR to complete as the work progresses.
- s. Final Payment – could be just 1 payment for the work
- t. Final Construction Record – RPR will submit to the Town (plans, red-line as-builts, tickets and photos)
- u. Project Files – RPR to submit to the Town in booklet format
- v. Contractor Draw-down of Final Retainage
  - i. Certification of Substantial Completion
  - ii. Contractor Completion Affidavit
  - iii. Request for Release of Retainage – Calumet likely to bill all quantities, and then another bill for retainage.
  - iv. Statement of Final Accounting
  - v. Property Release – likely none required
  - vi. Check List for Final Construction Record
  - vii. Project Personnel Record
  - viii. Comparison of Estimate – Original & Final
  - ix. Change Order Summary Sheet
  - x. Quantity Summary Sheet
  - xi. Contractor Evaluation
  - xii. Town Board Final Acceptance

**XIII. Miscellaneous**

**a. Special Conditions**

- i. Working Hours for contractor – Calumet likely weekdays, begin at 8am.
- ii. Any request for change in work hours must be submitted in writing not less than 48 hours in advance for approval
- iii. Holidays No Work
  - 1. Sunday’s
  - 2. New Year’s Day
  - 3. Memorial Day

4. Independence Day
  5. Labor Day
  6. Thanksgiving Day and the day after Thanksgiving
  7. Christmas Day
- iv. Any revisions need to be identified

**b. Technical Specifications**

- i. TS 207 Bituminous Cold Planing
  1. Protection of inlets and storm water facilities. These must be protected and cleaned of sediment immediately.
  2. Milling depth will be 2 inches based on the depth of the HMA overlay of HMA Surface, Type B.
- ii. TS 401 Hot Mix Asphalt (HMA) Surface Course *“HMA Surface shall not be placed until all new pavement areas within the project limits, including mainline, approaches and areas of incidental construction has been completed and are ready, in the opinion of the Engineer.”*
- iii. TS 404 Tack Coat per INDOT Specification 406.5 *“The asphalt material shall be uniformly applied at a rate of from 0.03 to 0.08 gal/sq. yd., or as otherwise specified or directed.*
- iv. TS 626 Utility Information.
  1. *“Coordination with any applicable utility or utilities shall be the sole responsibility of the Contractor. Contractor shall be responsible for the availability and accuracy of information relating to the utilities.”* CMT should be copied on all communications to the Utilities.
- v. TS 617 Street Cleaning, roadway shall be swept as necessary throughout the day or at the end of every day and sediment disposed of in an appropriate manner.
- vi. TS 710 Adjusting Rings, *“No brick or block shall be used in the construction of a manhole or when adjusting the elevation of the frame and cover.”* Concrete brick may be used to create a level surface to place adjusting rings.
- xiii. TS 711 Remove & Reset Casting to Grade, *“Adjustment of existing casting to grade shall be such that there is a “flush” interface between the new surface and the top of the structure casting.”*
- xiv. TS 801 Construction Signs, *“The Contractor shall provide a sign diagram for the Engineer’s approval, for all streets prior to the commencement of any construction activities.”*

**c. Progress Meeting**

- i. Scheduled as needed per RPR – likely not needed because the project will be less than 1 month timeframe

**d. Questions or Other Items**







A member of Citizens Energy Group

2150 Dr. Martin Luther King Jr. St. | Indianapolis, IN | 46202

[www.citizensgas.com](http://www.citizensgas.com)

06/01/2015

CMT  
8790 Purdue Road  
Indianapolis, IN 46268-6128

Subject: Town of Wynnedale-Resurfacing with Related Items- Knollton Road & Roland Road

After review of the drawings received compared with the location of existing gas facilities I have noted the following:

Sheet 7 Existing 2" PL gas main in Roland Road is 12' east of pavement centerline east of the edge of pavement. (No conflict)

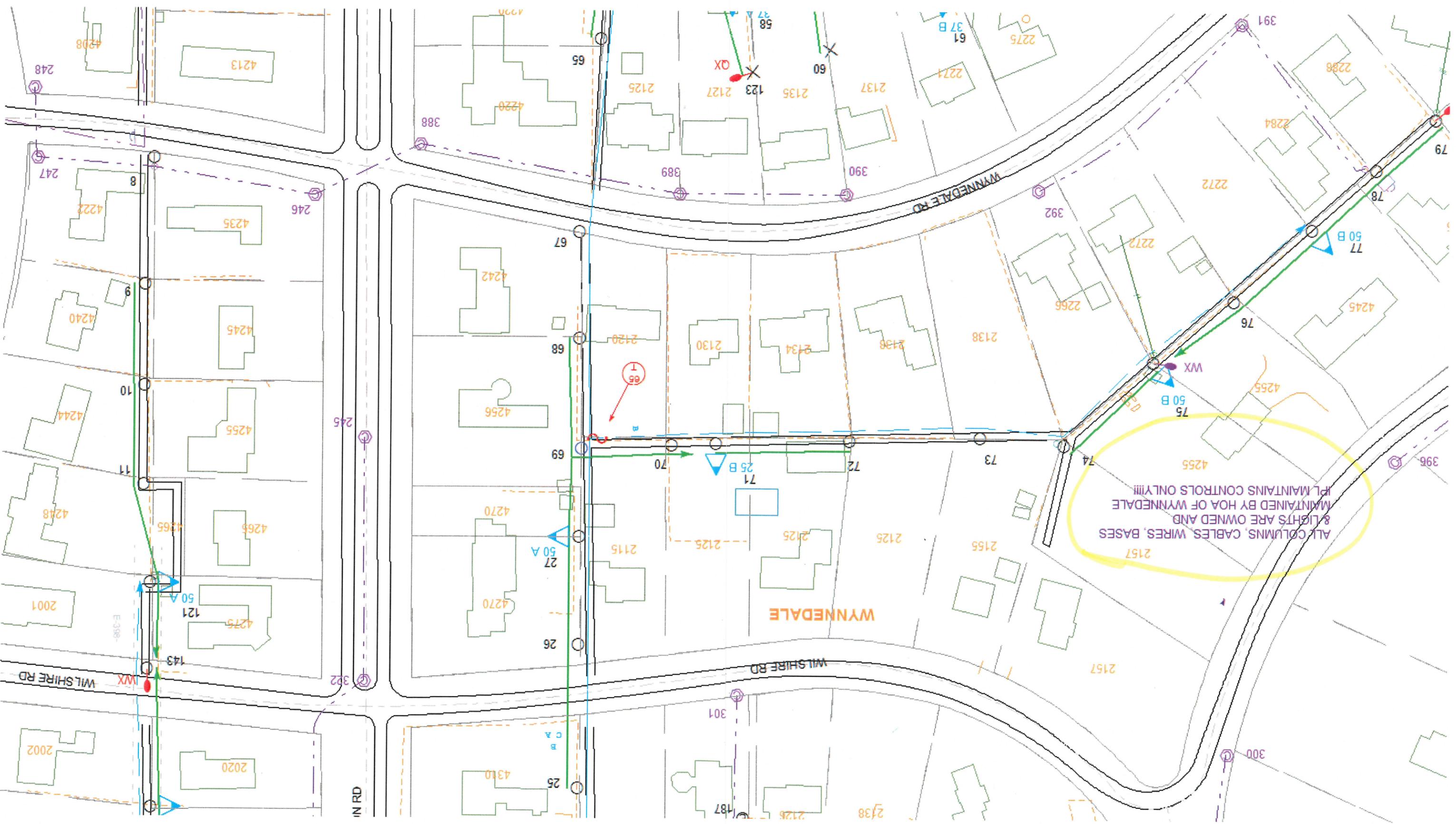
Sheet 8 Existing 2" PL gas main in Roland Road is 12' east of pavement centerline east of the edge of pavement. (No conflict)

Sheet 9 Existing 4" PL gas main in Knollton Road is 30' west of pavement centerline west of the edge of pavement. (No conflict)

Sheet 10 Existing 4" PL gas main in Knollton Road is 30' west of pavement centerline west of the edge of pavement. (No conflict)

If you have any questions contact me at 317 927-4684.

Richard A. Miller Jr.  
Construction Planner  
Citizens Gas  
2150 Dr Martin Luther King Jr. Street  
Indianapolis, IN 46202



ALL COLUMNS, CABLES, WIRES, BASES  
& LIGHTS ARE OWNED AND  
MAINTAINED BY HOA OF WYNNEDALE  
PPL MAINTAINS CONTROLS ONLY!!!



March 14, 2018

Mr. Jeffrey L. Thixton  
Project Manager  
Calumet Civil Contractors., Inc.  
4898 Fieldstone Drive  
Whitestown, In. 46075

**RE: Notice to Proceed, Town of Wynnedale, Resurfacing with Related Items**

Dear Mr. Thixton:

On behalf of the Town of Wynnedale, Indiana, this letter shall serve as your notice to proceed on the above referenced project. This notice to proceed authorizes you to begin work on the project's Base Bid, Alternate 1 and Alternate 2, with the understanding that the work will be substantially completed on or before May 31, 2018, with all work, including punch list items, completed by July 1, 2018.

Please coordinate your start work date with Richard Condre at 317-298-4500.

Sincerely,  
CRAWFORD, MURPHY & TILLY, INC.

A handwritten signature in blue ink, appearing to read "Sean Smith".

Sean Smith  
Project Engineer