

**PRECONSTRUCTION CONFERENCE AGENDA
CITY OF WEST BRANCH, IOWA
COLLEGE STREET BRIDGE REPLACEMENT
BROS-8252(605)—8J-16**

March 8, 2019 @ 10:00 AM
West Branch City Hall
110 N. Poplar St.
West Branch, IA 52358

Contracting Authority: City of West Branch
Contractor: Taylor Construction, Inc.
Resident Engineer: Veenstra & Kimm, Inc.

Started: 10:00a.m

I. INTRODUCTION

- A. Introduction of all present.
- B. Sign attendance sheet.
- C. Minutes will be kept and sent to all present.

II. Key Personnel

A. Resident Engineer – Veenstra & Kimm, Inc. (V&K)

- 1. Project Construction Engineer: Leland Belding, P.E.,
Email: lbelding@v-k.net Phone #: 319-466-1000
- 2. Project Inspector: David Sams
Email: dsams@v-k.net Phone #: 319-430-2229

B. Contractor – Taylor Construction, Inc.

- 1. Project Manager: Jeff Yoder (Authorized Representative)
Email: jyoder@taylorconstr.com Phone #: 563-543-4193
- 2. Superintendent: Steve Kluesner
Email: skluesner@taylorconstr.com Phone #: 563-543-4192
Jeff Yoder with Taylor Construction provided email to Veenstra & Kimm, Inc. for Steve Kluesner.
- 3. Foreman: Randy Pope
Email: Phone #: 563-543-8432
Jeff Yoder with Taylor Construction stated an email would be provided to Veenstra & Kimm, Inc. for Randy Pope.

C. Contracting Authority – City of West Branch

Note: All project related questions & issues shall be directed to Veenstra & Kimm, Inc.

- 1. Mayor: Roger Laughlin (Person in Responsible Charge)
Email: mayor@westbranchiowa.org Phone #: 319-643-5888
- 2. Public Works Director: Matt Goodale
Email: mattg@westbranchiowa.org Phone #: 319-325-8213
- 3. City Administrator: Redmond Jones II
Email: rjonesii@westbranchiowa.org Phone #: 319-643-5888

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D. Utilities – Listed on Plan sheet A.2

1. City of West Branch - Water, Sanitary Sewer & Storm Sewer – Matt Goodale
Email: mattg@westbranchiowa.org Phone #: 319-325-8213
2. Alliant Energy – Electric & Natural Gas - Josh Miller
Email: JoshuaCMiller@alliantenergy.com Phone #: 319-929-9591
 - a. Josh Miller with Alliant Energy:
 - 1) Josh stated that the natural gas line is located along the north side of the existing bridge.
 - 2) Josh pointed out the need for Alliant Energy personnel to be onsite when removing the intake located on plan sheet C.14 at station 110+00.
 - 3) Jeff Yoder asked Josh if he knew how deep the gas was under the creek on the north side of the existing bridge.
 - 4) Jeff Yoder indicated that when the creek gets opened up, 3 feet of rip rap will need to be installed.
 - 5) Josh stated he was not 100% sure of the gas main depth.
 - 6) Dave Schechinger with Veenstra & Kimm, Inc. indicated that Alliant Energy might want to do some pot holing to verify depth and location.
 - 7) Jeff indicated that One-Call was already notified for the project.
 - 8) Josh indicated the need for overhead electric poles to be relocated during the project. Josh indicated the existing poles along the west side of Second Street will be relocated to their new locations along the east side of Second Street.
 - 9) Josh indicated that the two street light poles near the existing bridge will be removed completely from the area.
 - 10) Josh indicated the pole located on the east side of the bridge near station 110+50 will be relocated approximately 12 feet north of its existing location to the new green space.
 - b. Jeff Yoder with Taylor Construction
 - 1) Jeff indicated that the proposed plan would be to construct phase 1, 3 & 4 in conjunction and then phase 2.
 - 2) Dave Schechinger pointed out that access to commercial properties would need to remain open during construction, as noted in the plans. Any phasing proposals would require that all commercial properties have temporary rock or permanent access.
 - 3) Dallas Schechinger with Veenstra & Kimm, Inc. asked Jeff Yoder if Taylor Construction had its permit with DNR for bridge removal.
 - 4) Jeff Yoder stated "YES" Taylor Construction had the permit.
 - 5) Doug Heeren with Iowa Department of Transportation indicated that Taylor's number one priority should be getting traffic control signs and shop drawings approved before any staging on the project begins.
3. Liberty Communications – Marcus Behnken
Email: behnken@corp.lcom.net Phone #: 319-627-0227
 - a. Marcus Behnken with Liberty Communication indicated that the fiber for West Branch / Tipton Roofing will need to be replace during a later phase.
 - b. Marcus indicated that fiber lines from Liberty will have to be relocated at the intersection of College & Second and along the north side of College Street heading back toward First Street.
 - 1) Dave Schechinger indicated that storm and water main are being installed along College Street between First and Second.
 - 2) Marcus indicated that the fiber drops are typically twelve feet in depth.
 - 3) Marcus asked the time frame for coring of College Street.
 - 4) Charlie Arnold from Pirc-Tobin Construction, Inc. indicated that coring of College Street would be approximately a month into the project.
 - 5) Marcus indicated that would give Liberty enough time to relocate fiber if needed.

technician certification renewed subcontractors

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- c. Roger Laughlin (Mayor of West Branch) asked if the plan was to follow the recommended phasing plan or a proposed modification to the phases was to happen. Roger indicated that property owners needed to be informed of any proposed modifications.
4. Mediacom – Cable – Kevin Fountain
Email: kfountain@mediacomcc.com Phone #: 319-351-0408
- a. Darwin Driscoll with Mediacom indicated that utilities are located on existing Alliant poles and would be coordinated with Alliant for the relocation.
 - b. Dave Schechinger asked Jeff Yoder if a joint meet with utilities was scheduled.
 - 1) Jeff Yoder indicated that a One-Call was in progress and a joint meet would be scheduled.
 - c. Jeff Yoder asked about a telephone line shown on the plans north of the existing bridge.
 - 1) Marcus Behnken indicated that the old copper phone was abandoned in place, and the contractors may find abandoned utilities in the area.

III. PROJECT DETAILS

- A. Project is located in the central part of the City of West Branch on College Street over the west branch of the Wapsinonoc Creek. See location map on sheet A.02.
- B. Work on this project includes, though is not limited to the following: removal of the existing bridge, construction of a new 70' x 32' CCS bridge with 14' trail, water main, storm sewer, roadway construction, clearing and grubbing, excavation, channel shaping, placement of revetment, erosion control, surface restoration, mobilization, traffic control and miscellaneous associated work including cleanup.
- C. Construction of this project shall be in accordance with the following: The Standard Specifications for Highway and Bridge Construction, Series 2015, of the Iowa Department of Transportation, plus applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications, Special Provisions and addendums: FHWA-1273.06 and GS-15007
- D. This is a Working Day Contract
 - 1. Working Days: 140 Days
 - 2. Liquidated Damages: \$1,500 / Working Day
 - 3. Late Start Date: April 1, 2019
 - 4. Submit detailed schedule to V&K prior to start of work indicating anticipated start dates for Contractor and Subcontractors and weekly working hours.
 - a. Jeff Yoder provided ten copies of the preliminary work schedule, along with subcontractor list.
 - b. Jeff Yoder stated that they would start with phase 1, 3 & 4 and finish with phase 2.
 - c. Jeff Yoder stated that for traffic control, the contractors would follow the J. sheets of the plans.
- E. Special or Important Items to Note or Consider
 - 1. Trees must be cut before March 31, 2019.
 - a. Dave Schechinger reminded the contractors that tree removal needs to be completed before the March 31 dead line.
 - b. Dave indicated the need to protect the tree located on the north side of the street, on C.12 of the plans, at station 103+37.97 between division 1 & 2.
 - c. Dave asked if the contractor was planning to stake out the construction limits.
 - 1) Jeff Yoder indicated that McClure Engineering will be the surveyors for the project, and that the plan was to survey the limits for safety fence installation.

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2. Project board must be installed before work begins.
 - a. Veenstra & Kimm, Inc asked where the poster boards were going to be installed on site.
 - b. Jeff Yoder indicated that they were planning on hanging it on the job trailer or post it near the project.
 - A. Doug Heeren indicated that the poster needs to be approved before installation. He also indicated that the poster needs to be accessible to the public and stay in place until the entire project is accepted.
3. What does Contractor plan to use as staging area?
 - a. Roger Laughlin indicated that demolition of the old Croell Redi-Mix site would start once frost was out of the ground.
 - 1) Dave Schechinger asked the City to identify areas on the old Croell Redi-Mix site that could be used for staging and materials.
 - 2) Dave indicated that the empty City lot located along Second Street would also be a good staging area. Dave directed the contractor to not stage or park in the City park along Second Street.
 - 3) Dave indicated that the open area just south of the existing bridge could be used as material staging but is prone to flooding during high water.
4. Any equipment with greater than legal axle loads?
 - a. Jeff Yoder and Charlie Arnold indicated that only highway legal loads would be used.
5. Requirement for all employees to be wearing approved high-visibility apparel as per 23 CFR 655.603 and 6D.03.04 of the MUTCD.
6. Advanced notification of pedestrian path closures as per Article 2528.01,A,10.
 - a. Dave Schechinger indicated that sidewalk closer would be critical, because it's a school zone.
 - b. Doug Heeren indicated that type III sign are the standard and Selco likes to use Type II that are not recommended. do not meet ~~spec~~ specifications.
 - c. Eric Gould with Veenstra & Kimm, Inc. asked if Mondays could be scheduled for the environmental and traffic control walkthroughs.
7. Environmental sensitive areas; and Contractor must obtain necessary clearances for Contractor Supplied Borrow.
 - a. Dave Schechinger indicated that he had the following permits and would give a copy to Taylor Construction after the meeting. Dave also indicated no sensitive areas were identified for permitting.
 - 1) Nation Wide Permit
 - 2) Water Permit
 - 3) Sewer Permit
 - 4) Storm Water Permit
8. Pre-concreting conference.
 - a. Dave Schechinger reminded Taylor that a pre-concrete conference is required.
 - b. Dave Schechinger asked about the West Liberty water submitted on the material supplier list.
 - c. Jeff Yoder stated he believed it was a mistake and concrete was coming from West Branch Croell Concrete and he would look in to it.

installed before work begins and EEO/AA notice will not be correct until subcontractors are approved

IV. ADMINISTRATIVE DETAILS

The following items reference the Construction Manual with a brief review found in Section 2.11:

- A. Contract Modifications (Change Orders)

For work not covered by the contract, the Contractor and the Person in Responsible Charge (PIRC) must agree on the price prior to starting work. Extra work performed before this agreement cannot be considered for payment. Refer to Section 2.36 for additional information.

 1. Dave Schechinger reminded the Contractor that prior approval of all changes was required before any work was to start.

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B. Contract Documents

Contractors will see that copies of plans, specifications, and special provisions are available at all times to their representatives on the project. Plan revisions will be sent to the contractor as soon as they are issued. Contractors will be responsible for keeping their field representatives informed and supplied with such revisions. If contractors feel such revisions require extra work, they will immediately advise the project construction engineer.

1. Dave Schechinger indicated that 5 extra sets of plans were to be given to Taylor Construction after the pre-construction meeting.
2. Dave Schechinger indicated that if any utility companies need a set of plans some were available after the pre-construction meeting.
3. Doug Heeren ask to see any change order via email prior to being posted on Doc Express.

C. Wage Rates - Predetermined Wages are not in effect

1. Dave Schechinger indicated wage rates do not apply to this project.

D. Postings

Contractor shall be responsible for erecting and maintaining required postings as outlined in Sections 2.21 and 2.22.

E. Materials

If contractors want payment for stockpiled materials that have been fabricated for the project, they should provide a list of the types, quantity, and estimated cost of material expected to be stockpiled. For payment, refer to Section 2.51.

Material List should be submitted to V&K. Material will not be incorporated without prior approval.

1. Dave Schechinger indicated that the approved source submitted by Taylor Construction had been reviewed and more information was needed on the sources in red, listed on Doc Express.
2. Dave Schechinger indicated that any approved source missing should be submitted before work begins.

Provide V&K one (1) copy of all certifications. Only items with appropriate certifications and paperwork to prove the materials meet the project specifications will be eligible for payment.

F. Subcontracting

Prime contractor must submit their subcontract requests on a "Subcontract Request". Prime contractor is responsible for EOE and minimum wage compliance by all subcontractors in addition to fulfilling terms of the contract. Will there be any "Part Items", and if so, will they be shared with a DBE?

1. Dave Schechinger indicated that no subcontractor ".con" list has been submitted at this time.

G. Project Supervision

Prime contractor shall submit in writing, to the project engineer, the name of an authorized representative on the project. Representative will be empowered to coordinate with all operations of subcontractors and negotiate with the engineer any questions concerning extra work, including extra work performed by a subcontractor. If the prime contractor wishes, this representative may be a subcontractor's employee that is present when work on the project is being performed.

1. Jeff Yoder indicated he would be the prime representative contact for the project.
 - a. Jeff indicated that Eric and Randy Page would be other contacts in his absence.

H. Weekly Report of Working Days

Project engineer will prepare and furnish the contractor with a "Weekly Report of Working Days" (Form 830238) showing working days charged that week. Objections to days charged must be submitted in writing to the project engineer within 10 calendar days after the receipt of the report.

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I. Right of Way

All parties are reminded that right-of-way adjoins private property. Any infringement or trespassing upon such private property could cause damage that would become a liability to the person or organization involved. Maintaining good relations with the public is very important.

J. Safety

Contractor must comply with provisions of the Federal and State Occupational Safety and Health Acts. Contractors are referred to Specification 1107.07 regarding safety responsibilities on construction projects.

K. Water Pollution & Erosion Control

This project has more than one acre of disturbed soil; therefore, a pollution prevention plan and NPDES permit is required. The prime contractor shall employ controls to reduce the erosiveness of land adjacent to surface waters and wetlands, including establishment and maintenance of erosion control features during and after construction and revegetation of all disturbed areas, not covered with rock or pavement, upon project completion. The prime contractor shall be responsible for all erosion control measures.

1. Dave Schechinger ask about the certification for erosion control.
2. Jeff Yoder stated that Krista with Taylor Construction would upload it to Doc Express.

Contractor will have materials, equipment, & labor available on a daily basis to install and maintain the erosion control features for this project.

L. Payment to Contractor

Contractor may request intermediate progress payments to be made on either a monthly or bi-weekly interval. Measurement of quantities may be based on contract quantities by a written Plan Quantity Agreement (Specification 1109.01).

1. Jeff Yoder indicated that they would like to submit pay requests bi-monthly.
 - a. Contractor and City agreed to monthly pay estimates after the meeting.
2. Dave Schechinger ask that quantities and measurements be agreed upon prior to submitting any payment request.
3. Doug Heeren reminded Veenstra & Kimm, Inc. that the max retainage is ~~\$3K~~ or 3% of the project.

Veenstra & Kimm will prepare the Pay Estimates.

\$30,000

Only items with appropriate certifications and paperwork to prove the materials meet the project specifications will be included in the Pay Estimates.

Price Adjustment for Out of Tolerance work will be made according to Iowa DOT Specifications and Construction Manual.

M. Traffic Control

The prime contractor is responsible to have an American Traffic Safety Services Assoc. (ATSSA) or International Municipal Signal Assoc. (IMSA) Certified Traffic Control Technician on staff before the project starts. As per Article 2528.01B, all prime contractors are required to have a Certified Traffic Control Technician on staff, even when the Traffic Control portion in subcontracted.

1. Doug Heeren indicated that Steve Kluesner's traffic control certification ~~was about to~~ has already expired and needs to be renewed.
2. Jeff Yoder submitted a traffic control contact list of Selco phone numbers.

The contractor shall keep and maintain a daily traffic control diary during construction. At the completion of the project the diary will be turned into V&K per Construction Manual Section 5.40.

Certified Traffic Control Technician: Steve Kluesner Phone No.: 563-543-4192

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Traffic Control Contact w/ 24 Hr. Phone:

Traffic Control Plan is listed on Plan Sheet C.3.

N. Construction Staking

Construction Survey is to be provided by the contractor. Who will be the surveyor?

1. Doug Heeren indicated that pre-staking paperwork needs to be submitted.
 - a. Professional Licensed Survey paperwork. Land Surveyor or Engineer
 - b. Resume of field personal. elevations
 - c. Method for staking, alignments, and control with elevations. and preserving control points
 - d. Veenstra & Kimm, Inc. to approve before work starts.
2. Doug Heeren indicated to McClure that they should read through specifications.
 - a. Specifications are specific regarding what needs to be submitted at end of project and how things need to be documented, like staking records.
3. Dave Schechinger indicated that control points and bench marks are located on sheet G.01 of the plans.

Benchmarks and Control Points are given on Sheet G.1 of the plans. Project ROW's, Easements and limits of construction are also shown in plans. Keep construction operations within limits shown.

O. Utilities

Contractor should use One-Call to confirm the location of any utility in the project area.

Utilities that are impacted by the project and require relocation shall submit a Utility Work Plan for approval if they have not already done so. Once the Utility Work Plan is approved the Utility will receive a notice to proceed.

If relocation is required, the Utility and Contractor shall work together to coordinate efforts to avoid conflicts during construction.

Erosion Control associated with any utility work will be the responsibility of the utility company. If the prime contractor does the work, the utility company will be billed directly by the contractor. The utility company's representative will have 24 hours for review.

Refer to I.M. 3.640, Utility Accommodation and Coordination, and Chapter 12 of the Construction Manual for additional information.

P. Shop Drawings, Material Certifications and Submittals

1. Jeff Yoder asked if any particular folder was good on Doc Express for materials and shop drawings.
 - a. Doug Heeren indicated that a shop drawing ~~file~~ ^{drawer} and a working ~~drawing file~~ ^{drawer} works well.
 - b. Dave Schechinger indicated shop drawings and material review was still needed.
 - c. Jeff Yoder asked where the diesel hammer test and certified false work plans should be placed.
 - d. Doug Heeren indicated that they could go in the working ~~drawing folder~~ ^{drawer}.

Shop Drawings, Material Certifications or Catalog Cutouts should be submitted to V&K as soon as possible. Prior to review of the submitted information, any work done or materials ordered shall be at the Contractor's risk. Contractor shall review and approve shop drawings prior to submitting to the Engineer.

Q. Inspection and Testing

Certified plant inspection is to be provided by the contractor.

1. Jeff Yoder stated he would have to contact Croell on the independent testing.
 - a. Peng Cavan with Terracon ask if a maturity curve was to be used.

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- b. Jeff Yoder was to ask Croell.
- c. Doug Heeren asked if All American was to use Croell for the paving.
- d. Jeff Yoder was to check if All American was to use Croell also.

V&K will provide the onsite inspection, plant monitor for certified plant inspection and will conduct the weekly Erosion Control Site Inspections along with the contractor.

1. Dave Schechinger indicated that Terracon was to provide onsite review of the plant.
 - a. Peng indicated that a time line verification was to be conducted.

Iowa DOT will provide source/assurance testing as required.

1. Doug Heeren indicated the Materials Office will need to be contacted for pile samples, splits, and to verify the plant is calibrated due to early start date.
 - a. Doug Heeren indicated that the Materials Office should be contacted to verify if any air corrections will need to be made due to aggregate verification. *course aggregate absorption.*
 - b. ~~Doug Heeren indicated he will need a field sample before pouring. ?~~
 - c. Jeff Yoder indicated that the first pour of concrete will be approximately three to four weeks out after starting on the project.
 - d. Peng Carvan requested a pre-concrete meeting be conducted as soon as possible before any pouring of concrete start.
 - e. Doug Heeren indicated an additional pre-concrete conference will be needed before placing the bridge deck. *(verify depths and check reinforcing steel clearance)*
 - f. Doug Heeren indicated that a deck walk will be required before the pour.
 - g. Dave Schechinger stated that everything needs to be approved, and all certifications need to be submitted before starting any work.

S Additional comments or concerns by:

1. Resident Engineer - Veenstra & Kimm

- Pipe through abutment backwall
 - 1) Dave Schechinger presented photos of the existing sewer segment located in the existing bridge.
 - a) Dave indicated that removal of the bridge and the sewer pipe in heavy rain events may cause back ups for residents, due to lack of knowledge of abandonment of the existing sewer.
 - b) Dave indicated that plugging the sewer should be noted when removing the bridge.
- Commercial access & schedule
 - 1) Dave indicated the importance to notify all commercial owners and residents of the schedule and possible changes during the project.
- Agricultural business access & schedule
 - 1) Dave indicated the importance to notify all commercial owners and residents of the schedule and possible changes during the project.
- Residential access & schedule
 - 1) Dave indicated the importance to notify all commercial owners and residents of the schedule and possible changes during the project.
 - 2) Dave indicated the need for communication with residents with special conditions, and handicap needs.

2. Contracting Authority - City of West Branch

- a. Matt Goodale (City of West Branch Public Works Director) indicated water can be accessed from the hydrant near the bridge or the south water tower.
- b. A meter will be installed when Taylor installs an RPZ to the hydrant.

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- c. Dave indicated any mud, or erosion control devices should extend to any part of town where equipment and materials are being moved to or from.
 - d. Contact Matt for any water questions.
 - e. Dave Schechinger indicated only Matt Goodale or City personnel should be turning valves.
3. Contractor – Taylor Construction, Inc.
- a. Dave Schechinger reminded the Contractor that if a borrow site is being used that all the clearances for the project need to be approved before using the material.
 - 1) Charlie Arnold indicated that no borrow was planned and the project called for removal of road material and class 10 material.
 - 2) Jeff Yoder indicated that disposal of the timber bridge was going to be at the local land fill.
 - 3) The H-pile was to go to a local scrap yard.
 - 4) Roger Laughlin indicated that the local farmer that welded the bridge may want to take the bridge. The City of West Branch was to contact the farmer.
 - 5) The City stated that the south water tower could be used for excess material if equipment was on site to push the pile.
 - 6) Jeff Yoder indicated that the old hand rail should be delivered to the City of West Branch.
 - a) Matt Goodale ask to be notified and a truck would be available to pick it up.
 - 7) Working hours were determined to be from 7:00 a.m to 6:30 p.m.
 - 8) Jeff Yoder asked about the rail window along the bridge, since the bridge was to be sloping. Jeff indicated that normally they install the windows normal to the grade.
 - a) Dallas Schechinger indicated that was the intent for install of the rail windows.
4. Iowa DOT - District 6
- a. Doug Heeren indicated the Taylor Construction needs to upload the erosion control implementation plan to Doc Express.
 - b. ~~Doug Heeren indicated that the number of loads for FEMA needs to be identified by Taylor Construction.~~ ⁷
 - c. Doug Heeren indicated that Veenstra & Kimm, Inc. documented the participating vs. non-participating quantities.
 - 1) Division 1 and bridge is participating.
 - 2) Division 2,3, and 4 are non-participating.
 - 3) Dave Schechinger indicated that excel field book was to be used and participating and non-participating quantities were broken out.
 - d. Doug Heeren asked Pirc-Tobin what compaction was to be used on roadway fill.
 - 1) Charlie Arnold indicated a self-propelled sheep foot.
 - 2) Doug Heeren indicated a proctor was to be run if compacted this way.
 - 3) Doug Heere indicated that 95% was required under the roadway.
 - e. Doug Heeren indicated macro ~~texture~~ ^{texture} was not needed on pavement due to speed limit.
 - f. Doug Heeren indicated that Veenstra & Kimm, Inc. should read the new specification on verifying pavement thickness. (I.M 396)
 - g. Doug Heeren indicated to verify rock tickets are certified.
 - 1) Signed by quarry.
 - 2) Project number on ticket.
 - 3) Bed numbers ~~if needed~~ for revetment.
 - 4) One check and one verification done on quarry scale.
 - h. Doug Heeren indicated sealer is required on the bridge. ^{or formula}
 - i. Doug Heeren ~~indicated~~ ^{asked if} wave equation was going to be used on pilings.
 - j. Doug Heeren indicated not to authorize any extensions without re-tapping first.
 - k. Doug Heeren indicated S-sheets to be filled out and 10% checked ~~per inspection.~~ ^{by inspector}
 - l. Doug Heeren indicated Stevens needs to submit certified mulch, ~~and certified statement.~~ ^{and weight ticket}
 - 1) Tags off some bales are required by inspection. - m. Doug Heeren indicated Stevens needs to supply weight ticket.

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- 1) Verify coverage required by inspection (3000 lbs an acre). *seed*
- n. Doug Heeren indicated Stevens need to supply conditioner certification.
- o. Doug Heeren indicated Stevens is required to rototill ~~in everything~~ *in everything prior to seeding*
- p. Doug Heeren indicated sidewalks through driveways are not to exceed 2% cross slope.
- q. Doug Heeren indicated if slip form for pavement is scheduled, then the following must occur:
 - 1) Inspector needs to completed vibrator checks.
 - 2) 16 inches or less on center ~~for thickness~~ *for space between vibrators.*
 - 3) Complete VPM on vibrators twice a day for full day paving. *DBE commercially useful function*
- r. Doug Heeren indicated that the inspector will be required to fill out the ~~commercial use~~ *commercial use* form for Taylor Construction for DBE.
- s. Doug Heeren indicated that measure water is required. (measure by mega gallons) *- either by metering or counting tanks of known volume*
- t. Doug Heeren indicated that Joe Burns or Christian ~~Barcoe~~ *Barcoe* need to be contacted regarding concrete design mix.
- u. Dave Schechinger indicated that Taylor was to supply the plant inspectors name and contact information.
- v. Charlie Arnold indicated that some of the sanitary manholes could be completed as major repairs and save the City of West Branch some money.
 - 1) After reviewing the manholes onsite, Matt, Eric, and Charlie agreed that three of the four manholes could be completed as major repairs.
 - 2) Charlie was to submit a change order for the three manholes identified.
- w. Charlie Arnold indicated pre-cast intakes were to be used on site.

T. Closing

1. Sophie Pierce and Jason McVay with US Geological Survey indicated that the bridge monitoring device on the southeast corner would be moved soon.
2. Jason asked to be notified when the new bridge is completed to reinstall the monitoring device.
3. Jason indicated that the temporary placement of the monitoring device would be near the creek park parking lot and solar power would be used.
4. Leslie Brick with the City of West Branch asked what the plan was for mail boxes and garbage pick-up.
 - a. Dave Schechinger indicated that we were a few months out and that he would work with Taylor and the City to notify the impacted properties at the appropriate times, and that construction phasing would dictate who should be notified.
5. Matt Goodale indicated that water main connections should be scheduled for Mondays, so testing can be completed and not to wait until a Thursday or Friday.

V. DOCUMENTS TO BE SUBMITTED BY THE CONTRACTOR

- Superintendent's name and contact information
- Foreman's name and contact information
- Authorized Representative's name and contact information
- 24-hour Contact name and phone number
- Plant Inspector's name and contact information
- Traffic Control Technician's name and contact information
(Must be an employee of the Contractor and not the subcontractor.)
- Source of Materials List (see Inspection Tools website)
- Example of Contractor's Daily Traffic Control Diary
- Traffic Control Plan
- Value Engineering proposal (if applicable)
- Notification of Bridge Demolition
- Detailed schedule including anticipated start dates and weekly work hours
(Include information for prime contractor and subcontractors)
Pre-Construction ended 11:27a.m.