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**CEDAR RAPIDS CONSTRUCTION ENGINEERING**

**PRECONSTRUCTION CONFERENCE MINUTES**

**[PRE-CON MTG DATE]**

|  |  |
| --- | --- |
| PROJECT NAME: |       |
| CONTRACT No.: |       |
| City Council Award: | [DATE]  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Contract Received (signed by Contractor) | [ ]  | Insurance approved |
| [ ]  | Performance Bond (4 years) | [ ]  | IDOT Permit(s) (if applicable) |
| [ ]  | Payment Bond (4 years) | [ ]  | **Linn County Permit(s) (if applicable)** |
| [ ]  | Notice to Proceed | [ ]  | NPDES Permit (DNR) (if applicable) |
|  | Contract Price: $      | [ ]  | [ ] N Sales Tax Exemption Certificates Issued |
|  |  | [ ]  | Contractor’s Construction Schedule |

ATTENDING: (Actual Attendees)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Company | Cell Phone | Email |
|  |  |  |  |
|  |  |  |  |

1. LINE OF COMMUNICATION:

 “ENGINEER” shall be Cedar Rapids Engineer’s office.

 Construction Engineering Primary Contacts:

Project Manager:      – Office;      – Mobile; 319-774-5651 -- Fax

 Inspector:       319-     - Mobile; 319-774-5651 – Fax

 Construction Contract Coordinator: Cindy Potter 319-286-5846 – Office; 319-774-5651 – Fax c.potter@cedar-rapids.org (Email)

*\*\*\*First point of contact is inspector. Second point of contact is the Construction project manager. Do not contact Designer if questions arise regarding the project.*

DESIGNER:

 Phone:

 Fax:

 Representative:

CONTRACTOR:

 Phone:

 Fax:

 Representative:

CONTRACTOR’S REPRESENTATIVE:

The Contractor shall appoint a competent superintendent who shall be the contractor’s official representative on the project site. This individual is to be available at all times when construction activities are in progress.

Project Manager:  Mobile Phone:

Supt/Foreman:  Mobile Phone:

The Contractor shall designate a representative to be contacted in the event of after-hours emergency.

After hours contact:  Phone:

SUBCONTRACTORS:

Review a list of subcontractors and suppliers – include Contact Names and telephone numbers. (See Subcontractor Request forms). Sales Tax Exemption Forms were provided by City after subcontractor request forms were submitted. If changes during course of project, submit revision on applicable form.

* 1.
	2.
	3.
	4.
	5.

1. CONTRACT TIME(S):

Start Construction: Early Start Date:

 Late Start Date:

##### Working Days: (Paragraph 4.02)

 Milestones (if applicable)

 Milestones Work Liquidated Damages: $ per day (Paragraph 4.04B)

 All Work Completed - Liquidated Damages: $ per day (Paragraph 4.04)

 Incentive/Disincentive Daily Rate: $\_\_\_\_\_\_\_ per day / Maximum incentive of $\_\_\_\_\_\_\_

Working Day Reports will be completed weekly and emailed to the Contractor. Should the Contractor have any disagreements or disputes with said report, it is required for them to respond in writing within ten (10) days of receipt of the report.*(Delete if not working day job)*

1. WORK WITHIN RIGHT-OF-WAY (ROW) PERMITS

The Contractor shall obtain a Public ROW permit for all Projects where any scope of work is located within the City ROW.

A Parking Lot Permit will be required (*if noted on the plans for reconstruction of parking lot)*

Send a copy of the approved Permit to Cindy Potter.

1. REVIEW ADDENDUMS:
2. REVIEW POST - BID CHANGES:
3. CONSTRUCTION SCHEDULE:
4. Contractor’s Proposed Start Date
5. Contractor’s construction progress schedule is to be presented and discussed.
6. Updated schedules to be submitted at the request of the Construction Engineering Project Manager.
7. UTILITY REPRESENTATIVES’ CONCERNS:
* MidAmerican Energy
	1. Should the Contractor need adjustments to valve boxes, gas lines wrapped or other gas issues, please contact MidAmerican’s Field Supervisor, Dan Gioimo at 298-5153 (office), 560-5748 (cell) or Alternate Field Supervisor, Tom Barker at 298-5151 (office), 560-5749 (cell).
	2. If any gas facilities are damaged and leaking, please call MidAmerican’s emergency number at 1-800-595-5325.
	3. ***WARNING: MidAmerican requests contractors performing “full depth saw cutting” of paving to NEVER saw through yellow locate marks for buried gas lines. Unfortunately, many gas mains or services were installed years ago using boring techniques that left them with less cover than desirable but being under paving, it was impossible to determine this during installation. MidAmerican’s concern is for the safety of workers should they sever a gas line while running power equipment. Blowing gas can be easily ignited and MidAmerican would prefer that those performing saw cutting “raise up” and only “groove” over painted gas markings.***
* Water Department (Mike Zach)
1. Water inspection services are provided by Water Division personnel.

Contact Water Engineering to schedule at 319-286-5950 or e-mail Water-Engineering-Admin@cedar-rapids.org

* 5-day minimum notice required for:
	+ water construction start
* 48-hour minimum notice required for:
	+ water shutdown or supply interruption
* 24-hour minimum notice required for:
	+ water tap
	+ water main fill and flush
	+ bacteria testing
	+ pressure testing
	+ other water system related services
1. Water Service Line Requirements:

Contractor is responsible to flush and bleed air from any service line that is damaged, replaced or reconnected.

Whenever a service line is exposed, either per proposed plan or incidentally during excavation, notify the Water Division with the following information:

* address location (house number, street, and quadrant)
* service diameter (3/4”, 1”, 6”, etc.)
* service material (lead, galvanized, copper, ductile, etc.)
* public or private (prior to curb stop or beyond curb stop)

Service line information can be reported in a number of ways:

* submit information with as-built record documents
* notify the Water Inspector or Public Works Inspector assigned to the project
* call the Meter Shop at 319-286-5933
* call Water Engineering at 319-286-5950
* Solid Waste Management
	1. Garbage and Recycling collection day is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

PERIODIC PAY ESTIMATES: (DELETE IF NOT BID)

1. Contractor email for Pay Application/Change Orders \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. City will email Contractor the pay estimate worksheet per schedule. Quantities shall be measured and paid in accordance with SUDAS 1090.
3. Contractor must return signed copy or originals by deadlines per schedule.
4. There will be no payment for stored material unless approved in advance by the Engineer or Construction project manager.
5. Payment shall be made up to the council approved contract amount, for current bid items and change order items approved by construction project manager.
6. Quantity cut-off date for all City projects is the fourth Friday of each month.
7. TERM OF PAYMENT: (DELETE IF NOT PO)
* Purchases authorized under this agreement will be paid for upon receipt of an original invoice within thirty (30) days and after Construction project manager approves payment amount.
1. CHANGES OF CONTRACT PRICE; CHANGE OF CONTRACT TIMES:
2. City of Cedar Rapids Construction Engineering Office will perform all contract administration services.
3. The Contract Price and Contract Times may only be changed by a Change **O**rder or by a Written Amendment as approved by the City Council.
4. Extra work must be agreed upon prior to commencement of work. Any work completed without prior approval by Construction Project Manager will not be paid for.
5. Contractor is to give timely written notice of changed conditions if additional compensation or time is requested. Requests for additional compensation or time due to change in scope or field issues unknown at contract award, must be on a work change directive or proposal, signed by both contractor and construction project manager.
6. Whenever the Contractor becomes aware of its inability to complete the work under the contract within the contract period, it shall request an extension in writing. Such request shall be submitted to the Engineer at least two weeks prior to the expiration of the contract time to allow for the Jurisdiction's action before termination. The submission or acceptance of a request for extension of time shall not guarantee such extension will be granted.
7. No monetary compensation will be made for time to resolve claims.
8. SHOP DRAWINGS / SUBMITTALS:
9. Please submit electronic files for any required shop drawings, certifications, test results, and/or samples.The following sections require shop drawings / submittals: excavation support systems,HMA paving, foundation drainage system, concrete reinforcement, cast in place concrete, structural steel, metal fabrications, tieback system design, traffic signals, intakes, and sewer structures.
10. Submittals are required for anything that is permanently staying in the project (seeding included). The City requires Manufacturer’s Certificate of Compliance with project specifications for all products and materials incorporated into the work.
11. For Quarry products, payment will be made only for delivery tickets received by inspector no later than the day after delivery.
12. Submittals for water main include, but are not limited to: pipe, pipe wrap, fittings, joint restraint system, tapping saddle, and trench backfill.
13. Submit Schedule of Values for traffic signals and any other specified items prior to commencement of work.
14. Forward all submittals to Cindy Potter, Construction Contract Coordinator, for approval processing. Use city CIP project number in subject line of all communication.

SUBMITTALS/SHOP DRAWINGS REQUIRED FOR THIS PROJECT (may not be all inclusive):

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*
*
*
1. MATERIALS FURNISHED BY OWNER:
2. CONSTRUCTION STAKING:
3. The Contractor will provide construction surveying services.
4. Survey Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ License # of Surveyor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Special Requirements

* Identifying deviations from contract documents discovered while verifying existing elevations and reporting the same to the Engineer.
* Checking survey control points and locations and elevations of existing features to which new construction is to match as shown in contract documents and providing a letter, signed by a licensed professional land surveyor, stating whether or not said surveyor:
	+ Concurs with the survey control points and location and elevations of existing features;
	+ Accepts their accuracy and correctness; and
	+ Whether or not the surveyor is willing to use them for construction staking on the project

* Setting additional control points as necessary prior to construction.
* Electronic support files may be provided if available but are for information only. Contract documents will govern.
* Staking pavement removal limits
* Resetting existing survey monuments disturbed during construction.

1. TESTING AND QUALITY CONTROL
2. Contractor is responsible for quality of all workmanship and materials**.**
3. Contractor and City Inspector are advised to jointly inspect adjacent properties and videotape existing conditions before construction is started.
4. Contractor shall advise inspector of any scheduled material testing.
5. Contractor must have applicable certifications if Concrete Maturity Testing is used.
6. Video inspection is required for all sanitary and storm sewer work.
7. City will inspect work for ADA compliance after work has been completed, please ensure special consideration is taken during construction to meet applicable specifications.
8. PROTECTION OF EXISTING UTILITIES**:**
9. Unless noted on plans, or by special arrangement with proper authorities, all existing utilities shall remain in service during all construction activity.
10. No claims for additional compensation for delays or additional work by Contractor for locating or adjusting utilities.
11. DRUG-FREE WORKPLACE
	1. Affidavit signed by contractor as part of the contract agreement
12. SAFETY:
13. Contractor’s competent person:
14. Company Safety Director:
15. TRAFFIC CONTROL
16. Traffic Control shall not be placed until Contractor is on-site working.
17. The Contractor is responsible to provide and maintain warning signs, flashers, and barricades in accord with County or City requirements and to maintain safe traffic flow on streets adjacent to the work.
18. Contractor to notify Construction Inspector and Construction Project Manager 2 business days in advance of lane closure or other changes to normal traffic.
	* Contractor to email specifics of closure to inspector and project manager.
	* The project manager will give notice to Traffic Engineering of changes.
19. SUBSTANTIAL COMPLETION
20. When Contractor considers the entire project ready for its intended use, Contractor shall notify Owner and Engineer in writing that the entire Work is complete (except for items specifically listed by Contractor as incomplete). Promptly thereafter, Owner, Contractor, and Engineer shall make an inspection of the Work to determine the status of completion. A punch list will then be created by the Construction Engineering Inspector including any Water Department or Traffic Engineering items.
21. The Public Works Department requests punch lists from Water Department and Traffic Engineering as project progresses --- not after the Contractor has completed the project and has left the project site***.***
22. RECORD DOCUMENTS:
23. City/Contractor is responsible for as-builts.
24. As-built drawings need to have changes clouded in with note of particular change. If no changes were made on the plan sheet, note “Built per Plans”.
25. City Inspector and Contractor to sign and date one (1) As-built drawing and submit to Construction Contract Coordinator.
26. Contract will not be accepted by City Council, until As-Built drawings are received and approved by the Construction project manager. Final payment, or retainage withheld, will not be released until 30 days after acceptance by City Council.
27. REVIEW SPECIAL PROVISIONS AND SPECIAL PROCEDURES
28. Discuss material and equipment storage /staging areas. If private easement is acquired, Contractor shall furnish a copy of the agreement between the Contractor and the private party to City before using and copy of release afterwards – to eliminate City liability.
29. REVIEW CITIZEN’S CONCERNS:
30. Door hangers to be posted on adjacent properties 7-14 daysprior to start of Work. *See plan notes for content.*
31. EROSION CONTROL
32. As of 7/1/06 – Erosion control is being monitored by IDNR for sites larger than 1 acre.
33. Co-Permittee forms needed? [ ]  YES [ ]  NO
34. Contractor shall follow the contract document’s stormwater pollution prevention plan (SWPPP), if applicable, and perform best management practices for keeping site clean.
35. CITY HOLIDAYS – 2022DELETE IF IDOT LET PROJECT
36. If a City Inspector is required to be present on the job site on a Sunday or legal holiday, the wages for the Resident Project Representative will be deducted from the Contractor’s progress payments. Inspector cost per hour is $57.

Contact Mike Kirk (319-521-5844) to request Saturday, Sunday, and/or holiday work two (2) working days in advance.

* April 15, 2022, Good Friday
* May 30, 2022, Memorial Day
* July 4, 2022, Independence Day
* September 5, 2022, Labor Day
* November 11, 2022, Veterans Day
* November 24, 2022, Thanksgiving Day
* November 25, 2022, Day after Thanksgiving
* December 23, 2022, Christmas Eve Observance
* December 26, 2022, Christmas Day Observance
1. OPEN DISCUSSION MINUTES:

Please advise if there are questions, comments, or concerns regarding the above information.

Respectfully submitted,

Construction Engineering Project Manager

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cc: Attendees

 Mike Zach, Water Systems Engineering Design Manager

 Terra Ray, ROW Use Supervisor