

**PRE-CONSTRUCTION MEETING MINUTES
MONROE BOULEVARD AND INDIAN GROVE LIFT STATION
CITY OF SOUTH HAVEN
ACI Project No. 14-0891
SRF Project No. 5602-01-2a**

**August 19, 2016
10:30 a.m.**

Project Description: This project involves reconstruction of Monroe Boulevard, including installation of curb and gutter, sidewalk, storm sewer, new water main, and a sanitary sewer extension from Aylworth Avenue to the south. In addition, the Indian Grove Lift Station will be reconstructed and force main will be replaced from the lift station to the intersection of Lovejoy Street and St. Joseph Street.

1. INTRODUCTION/SIGN-IN:

2. DESIGNATION OF SUPERVISORS:

Owner: The City of South Haven
Brian Dissette, City Manager

Bill Hunter, DPW Director
P: (269) 637-0737

Larry Halberstadt - City Engineer
P: (269) 637-0770
E: lhalberstadt@south-haven.com

Project Eng.: Abonmarche
Daniel A. Dombos, PE, Sr. Project Engineer - Abonmarche Office Contact
O: (269) 926-4549
M: (269) 876-0499
E: ddombos@abonmarche.com

Lydia Treviño, EIT
O: (269) 926-4560
M: (269) 252-3626
E: ltrevino@abonmarche.com

3. CONTRACTOR: Kalin Construction Co, Inc.

PROJECT SUPERVISOR: Jerry Litke The project supervisor shall be authorized to act as the contractor's agent and be responsible for all subcontractors.

PROJECT MANAGER: Bob Marvin (269) 925-2746 The project manager shall be the contractor's primary contact for administrative matters including pay estimates, change orders, work change directives, and meetings.

4. ADDENDA:

Addendum No. 1, issued on July 1, 2016 is attached to the Contract Documents
 Addendum No. 2, issued on July 7, 2016 is attached to the Contract Documents
 Addendum No. 3, issued on July 8, 2016 is attached to the Contract Documents
 Addendum No. 4, issued on July 8, 2016 is attached to the Contract Documents

5. SUBCONTRACTORS:

Contractor	Scope of Work
Martin J Concrete	Concrete Curbs and Pavement
Roemer Utility Services	Horizontal Directional Drilling
Rieth-Riley Construction	Hot Mix Asphalt Pavement
Give'em a Brake Safety	Temporary and Permanent Traffic Signage
Beaudoin Electric	Electrical

6. UTILITIES:

Contractor to call Miss Dig (800-482-7171 or 811) a minimum of three full working days, excluding Saturdays, Sundays, and holidays prior to the beginning of construction. Contractor shall also work with City personnel to establish approximate location of private utilities servicing the project area.

- City of South Haven – Electric
 Jim Pezzuto: (269) 637-0756
 - Replacement of Electrical System in project area

- Michigan Gas Utilities - Gas
 Tim Rice: (269) 605-2187
 - Not Present – No Conflicts noted
 - Coordinate Gas Service to new Emergency Standby Generator



- Comcast - Cable
Joe Schopf: (269) 203-7199
 - 4 – Underground crossings to be coordinated with Electrical Utility

- Bloomingdale Communications:
Dan Key: (269) 521-7320
Michael Ohannesian (Everstream): (517) 614-6864
Zach Bollinger (Comlink): (517) 742-4020
 - No facilities in the project area.

- Frontier Communications
Jeff McCord: (269) 273-037
Don Smith: (269) 628-2534
 - Relocate to new poles.

- Water and Sewer
 - General: Bill Hunter (269) 637-0737

 - Lift Station Coordination: Dave Mulac (269) 637-0716
 - Notify of bypass pumping operations
 - Contact with any releases of sewage to creek

- Utility Coordination
 - Pole Relocation(s) – Replacement of electrical system within the project.

7. SAFETY PROGRAM:

- Damage Claims Contact: Cheryl Kalin (269) 925-2746

- 24 Hr. Emergency Contact: Jerry Litke (269) 208.2046
Bob Marvin (269) 208.4168

8. PROGRESS CLAUSE:

The Completion Dates are set forth in Article 4 of the Agreement. The project is scheduled to start on the date agreed to within the notice to proceed.

Anticipated Start Date: Week of October 10th
The progress schedule was submitted: Yes No
If not submitted, Progress Schedule Due: September 15, 2016



9. LIQUIDATED DAMAGES AND LANE RENTAL:

The liquidated damages on the project are **\$1,550** per calendar day as defined in the **Agreement**.

10. PERMITS REQUIRED:

Refer to the Supplementary Conditions SC-6.08 Permits

Permit	Issuing Agency	Permit Status
Soil Erosion and Sedimentation Control	Van Buren County	Obtained
Joint Permit	MDEQ/USACE	Obtained
Part 41 Sanitary Permit	MDEQ	Obtained
Water Supply Permit	MDEQ	Obtained

11. CONTRACTOR'S USE OF THE SITE:

- Staging Area
 - Stage on Roadway
 - To be determined
- Cleanup and Soil Erosion
- Coordinate with Utility Relocation

12. OTHER DISCUSSION:

- Coordination with Kalamazoo Street – Phase IV
 - Starting work in Mid-September
 - Need supplemental curb grades - Abonmarche to Shoot Topo
 - Do not block both sides of Lovejoy at the same time.
 - Maintain access to businesses on Lovejoy and Kalamazoo
- Email Correspondence

13. STAKING NEEDS:

- Curb on Kalamazoo Street – Existing Topographic Survey
- Monroe Boulevard
 - Proposed curb and gutter and guardrail on the west side of the road.
 - Station 9+25 to Station 11+00
- Supplemental Topo on Lift Station Site



14. AGREEMENT:

- Agreement, Certificates of Insurance, and Bonds
 - Bonds and insurance next week
- Distribution of Construction Plans
- Notice to Proceed
- Submittals

15. POTENTIAL REVISIONS:

- Indian Grove Lift Station and Force Main
 - Submersible Station and 8" Force Main to Monroe Boulevard
- Water Main Extension to Aylworth Avenue
- Sidewalk Alignment South of Clarke Place to Avoid Light Poles.
- Double-sweep Tees for Sanitary Cleanout
- Storm Sewer Service Leads
 - 4" diameter with double-sweep tees on cleanouts

16. PROGRESS MEETINGS:

- Progress Meetings: Thursdays at 8:30am
- 1199 8th Avenue, South Haven, MI 49090

17. TAILGATE MEETINGS:

- Tailgate Meetings: Thursdays at 9:30am
- Held on Site at Intersection of Monroe Boulevard at Lovejoy Street

MEETING ADJOURNED:

11:45am

FIRST PROGRESS MEETING:

TBD



PRE-CONSTRUCTION MEETING SIGN-IN SHEET

City of South Haven - Monroe Boulevard and Indian Grove Lift Station
August 19, 2016
10:30am
City of South Haven Department of Public Works Building

PRE-CONSTRUCTION MEETING SIGN-IN

Name	Company	Address	Phone	E-mail
Bill Hunter	City of South Haven	1199 8th Avenue South Haven, MI 49090	269.637.0737	bhunter@south-haven.com
Larry Halberstadt	City of South Haven	1199 8th Avenue South Haven, MI 49090	269.637.0770	lhalberstadt@south-haven.com
Todd Plochocki	City of South Haven	1199 8th Avenue South Haven, MI 49090	269.767.1371	tplochocki@south-haven.com
Daniel A. Dombos, PE	Abonmarche	95 West Main Street Benton Harbor, MI 49022	269.926.4549	ddombos@abonmarche.com
Matt Kalin	Kalin Construction Co.	2663 Yore Avenue Sodus, MI 49126	269.925.2746	
Bob Marvin	Kalin Construction Co.	2663 Yore Avenue Sodus, MI 49126	269.925.2746	bmarvin@kalininc.com
Don Smith	Frontier	601 N. 131 Three Rivers, MI 49093	269.273.0371	don.d.smith@ftr.com
Kyle Ellis	Milbocker & Sons, Inc.	1256 29th Street Allegan, MI 49010	269.823.7481	kellis@milbocker.com
Scott Russell	Comcast	11921 M-89 Richland, MI 49083	269.491.4068	scott_russell@comcast.com