



Pre-Construction Meeting Minutes

Village of Lancaster
West Main Street Road Extension
ESD Project No.: 132,400
Date: May 28, 2020 1:00 PM.

INTRODUCTIONS & ATTENDANCE SHEET:

1. Introductions – virtual attendance sheet

See attached sign-in sheet.

Recorded meeting information: Password: 7M=?Q449

https://wendelco.zoom.us/rec/share/6Mp8DI_RrTNIfaf9xGz6Z6M5GK75aaa80yMX-6ZbmEhLTYRgwgDyOALcFzxDEvnW

2. Designation of responsible personnel for Wendel, Village of Lancaster, Contractor.
 - Wendel: Sheila Ransbottom (SR) – PM, leading CA
 - Wendel: Amanda Stabell (AS) – Procure
 - JMD: Gerry Pietraszek (GP)– Full time Construction Inspector
 - Village: Mike Stegmeier (MS) – Administrator
 - Village: Brittany Leighbody (BL)– Direct liaison between contractor & businesses
 - SR noted access to existing businesses on W. Main is priority. Access needs to be maintained except for very short-term interruptions; incorporate ramps/temporary pavement as needed. Emergency & delivery vehicle access to be maintained/coordinated.
 - Contractor – Camil Pachucki (CP) will be on site daily as the Project Superintendent; 4th Generation will also have Project Forman on site

PURPOSE OF THE CONFERENCE:

1. The purpose of this meeting is to discuss with the Contractor the scope of the work, expectations, responsibilities, and the requirements of the Contract documents.
2. A copy of the minutes from this conference and attendance sheet will be saved to Procure and provided to all parties in attendance.

REVIEW OF PLANS:

SR reviewed the Conformed Plan set via screen share and noted the project components below. No questions were asked.

- 1) Base Bid & all 3 alternates included in project
- 2) Construction Phasing – 3 Zones
- 3) Work Zone Traffic Control and Access to Buildings
- 4) Utility Plans
 - (a) Waterline work – include revisions per ECWA approvals
 - (b) Sanitary Sewer work
- 5) Grading
 - (a) matching into new development area / varying materials
 - (b) grading to existing buildings
- 6) Drainage – new stormwater system including stormwater quality treatment unit
- 7) Retaining wall



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- 8) Landscape plans – including sidewalk area treatments
- 9) Street lighting, tree receptacles, speaker wire

SPECIFICATIONS:

1. General Requirements:
 - a. NYSDOT Standard Specifications and Standards Sheets are to be used for this entire contract.
 - b. Special Specifications
2. ESD M/WBE Requirements. SR noted it was verified with Geraldine Ford of ESD prior to this meeting that the project has a 30% M/WBE combined goal (30% of \$2.5M = \$750,000). It was noted Wendel's use of WBE subconsultants during design and construction counts toward the overall goal. A
Action - MS will confirm M/WBE goal contributions and provide 4th Generation with necessary ESD forms re: M/WBE requirements.
3. Use of Procure
AS explained this projects' use of Procure. Any questions please contact Amanda Stabell at Wendel.

CONTRACT SCHEDULE:

1. Final Completion: 240 days from the Notice to Proceed
Action - CP to provide project scheduled by end of day 5/29/2020.
Camil noted he would like his sub, Ferraro, to get started with soldier pile & lagging wall as quickly as possible. He noted they want to have lagging painted before it is shipped to the site, so deciding on the paint color is a critical submittal. Camil noted he would like to finish entire project before the snow hits in winter 2020.
2. Contractor must submit a preliminary construction schedule prior to start of work indicating:
 - a. Submittal dates
At the time of the meeting:
SUB 01 – Reviewed and returned to 4th Generation
SUB 02 – in process of reviewing (Village of Lancaster has been forwarded the submittal for paint color)
Action – Village (MS) to provide response re: paint color by 6/1/2020
 - b. Material delivery dates
 - c. Starting and completion dates/phasing
 - d. Critical work sequencing
 - e. Testing dates
3. Schedules must be updated and submitted at progress meetings and with monthly payment applications

AGENCY & UTILITY COORDINATION AND PERMITS:

1. Village of Lancaster owns and maintains sanitary sewers, lighting and drainage systems within the project limits. Waterlines are owned and maintained by ECWA (Village is Direct Service Area)

Contact person is Bill Cansdale at the Village.

2. Contractor's work must not interfere with the day-to-day operations of the Village of Lancaster DPW.
3. Private utilities & agencies: **Action – Camil will call UFPO today 5/28/20.**
 - a. NYSEG
 - Herminia Quitarig (HQ) stated nothing has been done yet re: this project; all NYSEG staff working from home.
 - HQ requested updated schedule from 4th Generation. CP noted to assume pole needs to be relocated by 4 weeks from now (by that time CP expects retaining wall work to be done)
 - NYSEG would like updated plans to be sent.
 - NYSEG needs to be involved with Aurora Street Bridge Street project. SR to send contact information for that project.
 - HQ asked that new edge of road and sidewalk be staked so NYSEG knows where to relocate pole. CP noted this will be done.
 - **Action – Lynne Ruda will check with CPL regarding the Village's park project to see if any poles need to be relocated.**
 - **Action – Wendel to add HQ to Procore for access to recent plans, project schedule.**
 - b. ECWA
 - Jeff Sylvester (JS) would like an emergency contact list.
 - JS has been added to Procore.
 - JS provided ECWA inspector information (Ron Schultz).
 - JS noted contractor should do test pits to get exact locations of exist waterline. Also a testing plan will need to be submitted for ECWA approval. JS noted separate sampling points will be needed on each new service tap.
 - CP noted he would install and test new services before interconnecting.
 - JS requested waterline submittals be sent to him once Wendel reviews a submittal.
 - JS noted due to ECWA staffing more lead time will be needed for shut downs.
 - c. Verizon Not present at the meeting.
 - d. National Fuel
 - Andrew Gilbert (AG) noted no relocations for this project.
 - AG asked about future connections for LVC development. AS sent AG contact info to Tom Sweeney (emailed 6.3.2020).
 - AG noted NFG will need to see where best to bring new services – from Central Ave or Aurora – will depend on low pressure vs medium pressure.



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SUBCONTRACTORS AND WORK BY OTHERS:

1. Subcontractors to be used by Contractor:
 - a. Ferraro Construction Corporation – soldier pile & lagging wall
 - b. Pavilion Drainage Supply Co (MBE) – guiderail
 - c. Oneida Sales & Services (MBE) – Asbestos Abatement
 - d. Wayside Landscaping (WBE) – Landscape
 - e. Armor Fence Co. of WNY, Inc. (WBE) - fencing
 - f. M & M Electric Construction Co. Inc. - electric
 - g. Jeanine Walker Enterprises, Inc (WBE) – Trucking

OTHER PROJECTS:

1. Lancaster Village Center development – private developer.
Tommy Sweeney (Glassco Mgmt) gave brief overview of project schedule.
2. Aurora Street Bridge project – Town of Lancaster
Bill Cansdale noted construction to begin late July 2020
3. Cayuga Creek Park project – Village of Lancaster *Ask Lynne Ruda to give brief overview of project schedule.*
MS noted project in very early stages. Village working on land swaps with LVC developer. Assuming late fall/early spring construction.

SHOP SUBMITTALS/REVIEW/PROCESSING PROCEDURES:

SR reviewed the following and no questions were asked.

1. Contractor to provide a schedule of shop drawing submittals
2. Electronic copy of all submittals sent to the Engineer. Engineer will upload to Procore.
3. All submittals shall be submitted with a transmittal cover to the attention of Amanda Stabell via email (astabell@wendelcompanies.com).
4. All submittals must be stamped as approved by the Contractor prior to submittal to the Engineer.
5. Emergency contact phone list required.

SURVEY & STAKEOUT:

1. Contractor is responsible for all Construction Survey and layout/stakeout.
2. Baseline and elevation control. **SR noted CAD files have been provided to 4th Generation.**



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ENGINEERING CONSTRUCTION OBSERVATION:

1. Wendel will provide Construction Administration for the Project. JMD will provide Resident Construction Observation.

Jaime Davidson (JD) asked when 4th Generation will be mobilizing – CP noted hopefully within 2 weeks, say June 8.

2. A construction observer will be on-site during construction in order to observe and record daily activities for the Engineer and Owner.
3. The Construction Observer will not supervise work. All directions to Contractor's personnel will go through the Contractor's Superintendent or Foreman.
4. Contractor's foreman should compare quantities with Construction Observer daily to avoid discrepancies
5. Engineer's Field Office is required.

CP noted he is still looking for a field office

SPECIFIC SEQUENCES OF WORK:

SR reviewed the following and no questions were asked.

1. Contractor required to provide a written, detailed work sequence prior to commencement of work.
2. Existing watermain shutdowns and connections must be scheduled with the Engineer and the Village of Lancaster a minimum of five (5) working days in advance of the work.
3. Contractor required to provide a written, detailed sequence of filling, flushing, testing, and disinfection of each new water main section for approval prior to commencement of that work.
 - a. Maximum length of Pressure & Leakage testing is 3,000 feet or valve to valve, whichever is less.
4. Driveways, sidewalks, and pavement cuts to be maintained full during construction.
 - a. Pavement cuts are required to receive full depth stone backfill and temporary asphalt pavement material until final restoration.
 - b. Driveways and sidewalks are to receive full depth stone backfill to grade until final restoration.

CONTRACTOR'S USE OF PREMISES, HOUSEKEEPING, AND SITE SAFETY:

1. Use of premises shall be confined to work area identified on the plans.
 - a. Materials storage & stockpiling
2. Contractor is responsible for taking all precautions necessary to protect the work and public and private property.
 - a. Fence and/or barricade all open excavations at the end of each work day and when no construction activity.
3. Keep all travel-ways, including private driveways, open and clear of construction equipment, materials, and debris at all times.
4. Job site Safety & First Aid is the responsibility of the Contractor



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- a. Contractor safety program must be submitted for the record
5. Work Hours:
 - a. Monday thru Friday, 8 hours per day
 - b. Overtime hours only for emergencies or with prior written approval
 - 1) NYSDOL Dispensation of hours form
CP noted he will submit for OT up to 12 (twelve) hours a day and 8 (eight) hours on Saturday but doesn't anticipate needing to use.

CONTRACT REQUIREMENTS:

SR reviewed the following and no questions were asked.

1. This is a Village of Lancaster project, funded through Empire State Development (ESD)
 - a. Contractor must adhere to American Iron and Steel Requirements
2. Bonds
 - a. Performance Bond for 100% of the Value of the Work
 - b. Payment Bond for 100% of the Value of the Work
 - c. Maintenance Bond
3. Insurance Requirements
 - a. Contractor's insurances must be in full force before the start of any work for this Contract.
 - b. Refer to Contract Agreement (CA) section
4. Prevailing Wage Rates
 - a. New York State Department of Labor (NYSDOL) – Refer to Appendix A
5. Minority/Woman Owned Business Enterprise (M/WBE) Goal for this Project is 30%.
6. Liquidated Damages and Engineering Charges shall be as set forth in the contract provisions, General Conditions, Section 15.
7. Payment Request Procedures:
 - a. Submitted monthly by the Contractor to the Engineer in an approved format.
 - b. Contractor to submit 3 copies to Wendel by the 30th of each month for review and approval. Once reviewed, Wendel will forward their recommendation for payment to the Village Board.
 - c. Payment will typically be approved on the 2nd Monday of each month.
 - **Village Board meets 2nd and 4th Monday of each month.**
 - **Action –MS to provide 4th Generation with necessary ESD forms.**
 - d. Certified payrolls must be submitted along with monthly payment requests.
 - e. An updated construction schedule must be submitted along with monthly payment requests.
 - **MS noted once Village approves an invoice, it needs to be approved by ESD before payment.**
 - **Paul Tronolone (PT) noted ESD needs all information re: 4th Generation subs so they can get approved and into the ESD system. Once work starts, subs need to verify online that they have been paid.**
8. RFI's, Field Orders, Change Orders must be processed and approved prior to performance of the work involved.



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QUESTIONS/COMMENTS

Tommy Sweeney had the following comments:

- Would like sidewalk 100% accessible if road cannot be
- 3 tenants live on West Main Street
- Busy time on West Main Street is mid-September through end of year
- Elderly people need to access the sidewalks
- Businesses need to be able to work since they haven't the past 3 months

Joe Quinn (JQ) suggested possible unloading zones for businesses on West Main St

MS asked that 4th Generation copy MS & LR from the Village on all emails so Village up to speed.

SR noted during construction the contractor will hold weekly progress meetings – will set regular day and time.