

**Town of Milford, New Hampshire  
Water Utilities Department**

**Water Main Improvements  
Pre-Construction Meeting Minutes**

**WORKSESSION**

Date: April 30, 2019

The below signatures indicate acceptance of the attached April 8, 2019 Pre-Construction Meeting Minutes, as prepared by Bryan Ruoff of Stantec Consulting, held 9:00 a.m. at Milford Town Hall.

\_\_\_\_\_  
Robert E. Courage, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael E. Putnam, Vice-Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dale A. White, Commissioner

\_\_\_\_\_  
Date

PROJECT: MILFORD 2019 WATER MAIN IMPROVEMENTS PROJECT

SUBJECT: PRECONSTRUCTION MEETING NOTES

DATE: Monday, April 8, 2019 at 9:00 AM

LOCATION: MILFORD TOWN HALL SELECTMAN'S OFFICE

Agenda:

1. Introductions & Sign In (See Attachment A)
2. Contract Documents will be coordinated for signature this week by Bryan Ruoff of Stantec. Executed copies of the conformed plan and executed specs will be distributed by Bryan Ruoff of Stantec once all executed forms have been received and are bound. The following copies will be distributed as discussed at the meeting:
  - a. Town of Milford – 3 Executed Original Copies;
  - b. SUR Construction West – 2 Executed Original Copies;
  - c. Stantec – 1 Executed Copy.
3. Submittal of list of subcontractors provided at the meeting by Erika Payne of SUR Construction West Inc.:
  - a. Core & Main – Pipe and pipe products;
  - b. Granite Curbing – TriState Curb;
  - c. Paving – Advanced Excavation and Paving;
  - d. Jack & Bore – Ted Berry;
  - e. HydroSeed and Landscaping – Gar Wal;
4. Erika Payne indicated that SUR Construction West indicated that they would be starting to submit submittals next week.
  - a. Bryan Ruoff of Stantec indicated that the critical submittals were the following:
    1. Road opening permit to be filed, reviewed and approved by Milford PD and Milford DPW;
    2. Traffic control plan based on determination by Milford DPW and Milford PD as required for the road opening permit;
    3. Project schedule;
    4. Jack and Bore materials and procedures submittal. This will require a longer required review time;
    5. Night time work package;
    6. Pipe, valves, hydrants etc. Must all agree with Town standards in the instances where the project specifications vary from the Milford Water Utilities.
5. Town of Milford Contacts are:
  - a. Kevin Stetson, Director, Water and Sewer Utility Department. Will be in charge of oversight of daily operations and will act as the Town's representative for the project;
  - b. Bob Courage, Chair, Board of Water and Sewer Commissioners;
  - c. Dale White, Board of Water and Sewer Commissioners;
  - d. Mike Putnam, Board of Water and Sewer Commissioners;
  - e. Ricky Riendeau, Director, Milford Department of Public Works – Will need

to be involved for issuance of the road opening permit. Coordinating with other work in Town and paving operations.

6. Designation of responsible personnel.
  - a. SUR West Superintendent - Pending at this Time
  - b. SUR West PM - Erika Payne
  - c. Town of Milford Field Rep - Kevin Stetson
  - d. Engineering Resident Inspector – Clifford Jones, Stantec/JTC
  - e. Principal in Charge – Rene LaBranche, Stantec
  - f. Project Manager/Design Engineer – Bryan Ruoff, Stantec
7. Procedures and processing of changes, submittals, applications for payments, proposal requests, change orders, and Contract closeout procedures.
  - a. All submittals shall be submitted by SUR Construction West electronically until they are 'Reviewed' or 'Reviewed as Noted'.
  - b. Quantities shall be agreed upon daily by SUR Construction West and Stantec.
  - c. SUR Construction West shall submit a pencil pay req and/or change order request to Clifford Jones and Bryan Ruoff of Stantec for review, prior to submitting final executed Payment Requests for execution.
  - d. Once submittals are 'Reviewed' or 'Reviewed as Noted', SUR Construction West shall furnish Stantec with 5 copies of the 'Reviewed Submittal' for construction. 3 copies for the Town of Milford and 2 for Stantec.
8. Scheduling and critical work sequencing.
  - a. Ricky Riendeau of the Town of Milford indicates ideally temporary pavement be installed daily but if that isn't possible due to on site conditions or timing to get off the road gravel flush at the end of the day could be considered as an alternative. Bryan Ruoff of Stantec added that these are heavily travelled areas and trenches must be temporary paved prior to weekends and must be maintained by SUR Construction West.
  - b. Erika Payne of SUR Construction West indicated that they were anticipating starting on May 13<sup>th</sup> on Nashua Street. The Town was not opposed to this start date.
  - c. Bryan Ruoff of Stantec indicated that construction activities are restricted for the project and the following need to be coordinated well in advance:
    - i. No construction activities on Union Street and Elm Street while school is in session.
    - ii. No construction activities at multiple locations at once.
    - iii. No detours directing traffic into another detour.
    - iv. Work and clean up must be coordinated with other activities going on in Town.
    - v. Night work, followed by day work must be coordinated well in advance for inspection coverage. Erika Payne indicated that the same crew would be working the night and day shifts so there shouldn't be any day shift work occurring after night work.
    - vi. Sewer main repair work on Nashua St. Bryan Ruoff of Stantec indicated that SUR Construction West would be invited to submit a sealed proposal for the separation of an existing combined sewer on Nashua Street. Details

would be fourth coming but if they weren't awarded that work the work would still need to be coordinated.

vii. Work and detours would need to be coordinated with other work occurring in Town. To be coordinated with the Milford DPW department.

9. Traffic control – signs/road closures/flaggers/uniform traffic officer. Bryan Ruoff of Stantec identified the requirements for the project:
  - a. The contract is set up with an allowance to utilized uniform traffic officers.
  - b. The allowance for flaggers is for the jack and bore work for the railroad only and is not intended on any other portion of the project.
  - c. Milford DPW makes a determination on how many police officers (and cruisers) are required for the location of work and necessary detour as part of the road opening permit filed with Milford DPW.
10. Major material deliveries and priorities.
  - a. Erika Payne of SUR Construction West indicated that at this time they didn't have an equipment or material stockpile area.
  - b. Dale White of the Town of Milford indicated that Erika Payne should contact him for some possible stockpile areas that he was aware of.
11. Daily operations and coordination – Cliff/SUR/Water Utilities
  - a. Tailgate/Safety meeting is expected to be performed daily for detours, traffic control and on-site scheduled activities.
  - b. Daily clean up daily.
  - c. Extra cleanup and coordination for Town events is expected in working with/for the Town.
  - d. Quantity tracking and confirmation of quantities daily.
  - e. Dust control is expected to be addressed daily or additional as required.
12. Testing – Scheduled and Coordinated by SUR Construction West.
13. Operating Valves, Hydrants and Shut Offs will all be performed by the Milford Water Utilities Department.
14. Bryan Ruoff of Stantec outlined the expectations for project meetings:
  - a. Will be held at a minimum monthly at a minimum at the WWTF.
  - b. Coordination calls will be done if determined required.
  - c. A coordination meeting is Prior to directional drill.
  - d. A coordination meeting with Milford DPW Prior to paving.
15. Project inspection/quantities – Cliff/SUR to confirm daily.
16. Key Points of Contact:
  - a. Kevin Stetson, Town of Milford – Owner Issues, Daily Coordination if Needed;
  - b. Cliff Jones, Stantec – Field Coordination, Daily Oversight;
  - c. Bryan Ruoff, Stantec – Submittals/Correspondences;
  - d. Erika Payne, SUR Construction West – Contractors Rep.
17. Rights-of-way and easements:

- a. Bryan Ruoff of Stantec indicated that no easements have been obtained for the project so all work must be performed within the ROW and all materials, signs and equipment must be stored in either a designated area and that SUR Construction West is responsible for obtaining those locations.
  - b. Bryan Ruoff of Stantec indicated that these are heavily traveled areas and the intent is that the materials being incorporated into construction be done so when they are needed and they are not stored in the ROW area.
- 18. Permits:
  - a. Road opening permit with Milford DPW is critical for the project.
- 19. Payments to Contractor :
- 20. Bryan Ruoff of Stantec outlined the requirements for Substantial Completion:
  - a. Will be recommended by the Engineer (Stantec) and as determined by the Town.
  - b. Substantial completion will only be issued for the project as a whole not for individual project locations.
- 21. Completion of Work.
- 22. Scheduling, Cancelling and Paying for Police Details:
  - a. The responsibility of SUR Construction West.
  - b. Will be reimbursed through the pay req allowance to SUR Construction West by the Town.
- 23. Project Safety.
  - a. SUR Construction West is responsible for project safety.

Meeting concluded at 9:42 AM

**APPENDIX 'A'**  
**SIGN IN SHEET -**  
**CONTACT INFO**



MILFORD 2019 WATER MAIN IMPROVEMENTS PROJECT  
SIGN IN SHEET

DATE: APRIL 8, 2019 @ 9:00 AM

CONTACT NAME (PRINTED PLEASE)	COMPANY	EMAIL ADDRESS	PHONE #
Chis Anton	Milford Department of Public Works	<a href="mailto:canton@milford.nh.gov">canton@milford.nh.gov</a>	603-801-0153
Rick Riendeau	Milford Department of Public Works	<a href="mailto:rriendeau@milford.nh.gov">rriendeau@milford.nh.gov</a>	603-801-2666
Michael Viola	Milford Police Department	<a href="mailto:mviola@milford.nh.gov">mviola@milford.nh.gov</a>	603-249-0630
Shawn Pelletier	Milford Police Department	<a href="mailto:spelletier@milford.nh.gov">spelletier@milford.nh.gov</a>	603-249-0630
Ryan Provins	Milford Water Utilities Department	<a href="mailto:RProvins@milford.nh.gov">RProvins@milford.nh.gov</a>	603-249-0664
Erika Payne	SUR Construction West, Inc	<a href="mailto:erkia@surconstructionwest.com">erkia@surconstructionwest.com</a>	603-762-3680
Clifford Jones	Stantec	<a href="mailto:Cliffir10@comcast.net">Cliffir10@comcast.net</a>	603-545-1240
Mike Putnam	Milford Water Commission	<a href="mailto:MikePutnam@msn.com">MikePutnam@msn.com</a>	603-365-1969
Jamie Ramsay	Milford Building Inspector	<a href="mailto:Jramsay@milford.nh.gov">Jramsay@milford.nh.gov</a>	603-554-0425
Dale A. White	Milford Water Commission	<a href="mailto:Dale.white@leightonawhite.com">Dale.white@leightonawhite.com</a>	603-493-6888
Kevin Stetson	Milford Water Utilities Department	<a href="mailto:kstetson@milford.nh.gov">kstetson@milford.nh.gov</a>	603-249-0661
Robert Courage	Milford Water Commission	<a href="mailto:recourage@comcast.net">recourage@comcast.net</a>	603-249-5190
Bryan Ruoff	Stantec	<a href="mailto:Bryan.ruoff@stantec.com">Bryan.ruoff@stantec.com</a>	603-854-9501

**APPENDIX 'B'**  
**SUR CONSTRUCTION WEST**  
**SUBCONTRACTORS**



S.U.R. Construction West, Inc.  
2019 Water Main Improvements Project - Milford, NH  
*Proposed Subcontractors and Suppliers*

<u>Scope of Work</u>	<u>Proposed Subcontractor / Supplier</u>
Granite Curb	Tri-State Curb, Inc.
Paving	Advanced Excavating & Paving, Inc.
Jack and Bore	Ted Berry Company, Inc.
Seeding	Gar-Wal Lawn Care
Pipe Materials	Core & Main