

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

**Wastewater Treatment Facility Dewatering Upgrade
Pre-Construction Meeting Minutes**

WORKSESSION

Date: April 30, 2019

The below signatures indicate acceptance of the attached April 15, 2019 Pre-Construction Meeting Minutes, as prepared by Daniel Jacobson of Underwood Engineers, held 9:00 a.m. at Milford Water Utilities.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date

**Town of Milford, New Hampshire
Wastewater Treatment Facility Dewatering Upgrade**

**Pre-Construction Meeting Minutes
Monday, April 15, 2019
9:00 a.m. @ Milford WWTF**

Present at the meeting:

<u>Name</u>	<u>Representing</u>
Kevin Stetson	Town of Milford
Bob Courage	Town of Milford
Mike Putnam	Town of Milford
Dale White	Town of Milford
Jaime Soucy	Town of Milford
Brad Whitfield	Town of Milford
Paul Blandford	PRB Construction
David Cloutier	NHDES
Shannon Larocque	NHDES
David Mercier	Underwood Engineers
Daniel Jacobson	Underwood Engineers

1. Submittal of Executed Bonds and Insurance Certificates:

- Underwood has reviewed and approved the Contractors bonds and insurances submitted previously.

2. Execution of Contract:

- PRB Construction and Town to sign contracts.
- Project time commences **April 25, 2019**.
- Substantial Completion of work **December 20, 2019**.
- Final Completion of work **January 19, 2020**.
- Executed Contract Documents will be distributed as follows:
- Town – 1, Contractor – 1, Underwood – 1, NHDES - 2
- Three additional bid sets (non-executed) to be provided to PRB Construction

3. Designation of Responsible Personnel and Emergency Contacts to be submitted ASAP:

- Name, address, telephone, fax, e-mail & cell phone (see attached “Draft” contacts).
- PRB’s Safety Officer for project?
- PRB’s Superintendent is **TBD**.
- Underwood Resident Project Representative (RPR) is **TBD**.

4. Contractor's Submittals:

- a. Subcontractors
 - Concrete. - **PRB**
 - Concrete Testing. – **Maybe ConTech**
 - Mechanical Contractor for piping, valves and equipment. - **PRB**
 - Electrical Contractor – **EII**.
 - Instrumentation Contractor. - **EII**
 - **Metals – Merrimack Sheet Metal**
- b. Pre-construction photos / videos. – **PRB to submit.**
- c. Construction Schedule. **Plan is to start on site in October. Delivery date for centrifuge is currently unknown.**
- d. Treatment Process Maintenance Plan. – **PRB to submit.**
- e. CWSRF Project Sign. **PRB to coordinate with Town on location.**
- f. Schedule of Values/Blank Application for Payment. – **Done.**
- g. Testing Procedures. Contractor is responsible for scheduling and paying for concrete testing. PRB shall identify testing subcontractor as above.
- h. Shop Drawing process – electronic (see attached procedure). If an item is installed without an approved shop drawing, \$0 will be paid for that work until the shop drawing is approved. **PO already issued to SPIRAC for conveyor and BAU Hopkins for chemical feed.**
- i. Punchlist will be generated by Underwood at Substantial Completion.

5. Description of Procedures:

- Submittals, etc. to go to Daniel Jacobson.
- Field decisions to be initially discussed with Underwood RPR.
- Applications for payment submitted to Daniel Jacobson (Once Underwood RPR has reviewed and agreed with Contractor Superintendent).
- Change Orders/Proposal Requests – preliminary discussions with Underwood RPR, followed by formal written submission to Daniel Jacobson.
- Underwood RPR daily reports to be signed by PRB Superintendent daily.

6. Scheduling and Critical Work Sequencing:

- Work hours – 7:00 a.m. to 3:30 p.m. per Special Condition 1. **Discuss with Jaime if need to work past 3:30 p.m.**
- Weekend or Holiday work not allowed per Special Condition 1B.
- Unusual hours requested in writing ahead of time with Town and Underwood.

7. Coordination & Scheduling with other Contracts and/or work:

- Town has regular chemical deliveries, Contractor shall co-ordinate with staff.
- Town has pre-purchased centrifuge equipment.
- Town will be dewatering with belt filter press throughout construction activities. **Dewatering typically occurs on Mondays and Thursdays, but can be more frequent.**

8. Use of Premises by OWNER and CONTRACTOR:

- Contractor shall use the areas within the Treatment Facility boundaries and as agreed with the Town for storage of materials and work areas.

9. Construction Facilities and Controls provided by CONTRACTOR:

- Engineer's and Contractors trailers, power, phone, water, sanitary facilities.
- **PRB to coordinate connex location with Town.**

10. Construction Facilities and Controls to be provided by OWNER:

- Owner to provide small tools power.
- **PRB can use bathrooms if kept clean.**

11. Federal Requirements:

- Davis-Bacon Wage Rates
 - Weekly certified payroll forms from Contractor and all Sub-Contractors shall be submitted with applications for payment.
 - Additional wage rate classification using form SF1444.
 - **Since bid, new Wage Rate Schedule issued on 1/25/19. Only change was increase of \$0.75/hr for electrician. Need to process change order to add new Schedule and any dollar amount increase for electrical. PRB to check with EIL.**
- Disadvantage Business Enterprises
 - Progress Report of DBE Utilization Form submitted with applications for payment.
 - **UE will do annual report with info from PRB.**
 - **Dave Cloutier to send PRB DBE tracking form that will be collected at substantial completion.**
 - **PRB to get employee postings put up on site.**
- American Iron & Steel
 - AIS certification of compliance by Owner & Contractor submitted with applications for payment. **Deminimis tracking report as well.**
 - **Shannon will do selective checks on AIS certs.**

12. Requirements of Various Agencies:

- None

13. Rights-of-way and Easements:

- None

14. Winter Maintenance:

- Contractor to keep WWTF clean for Owner to plow. Contractor to plow their staging areas.

15. Security and Housekeeping Procedures:

- Staging Areas within the Treatment Facility boundaries or as agreed with the Owner.
- Contractor shall ensure all construction areas are kept clean and tidy for the duration of construction.

16. Payments to CONTRACTOR:

- Once per month
- Pay requisition closing date shall be the end of the month.

17. Procedures for maintaining Record Documents:

- Contractor shall discuss any changes from executed plan with Resident Project Representative.
- Red-lines shall be kept by the Contractor in co-ordination with Underwood Resident Project Representative. Review shall occur daily with Underwood RPR.

18. Meeting Schedule

- Meetings will be held monthly (as a minimum) and shall be held on as agreed at the meeting.

19. Other:

- Contractor shall provide and/or obtain approval of the following submittals prior to construction start:
 - Pre-construction photographs / videos
 - Construction Schedule.
 - Schedule of Values (blank payment request attached).
 - Treatment Process Maintenance Plan
- Special Conditions (see attached)
- Centrifuge shop submittals from Alfa Laval. **Once approved, UE to send to PRB and Town.**
- **UE to provide PRB with copy of centrifuge contract. UE/Town to schedule startup manufacturer services.**
- **Dave Cloutier to check on DB requirements for Alfa Laval staff.**
- **UE to get info from Alfa Laval on delivery weights, etc. for offloading planning.**
- **Kevin is handling the building permit for project. EII will need to pull electrical permit at Town.**

Town of Milford, NH
WWTF Dewatering Upgrade Project
Construction Phase Contacts List
April, 2019

Name	Voice	Fax	E-Mail	Address
Kevin Stetson <i>Director of Water Utilities</i>	(603) 249-0661	(603) 249-0699	kstetson@milford.nh.gov	Milford Water Utilities 564 Nashua Street Milford, NH 03055
Jamie Soucy <i>Operator</i>	(603) 249-0663 Cell: (603) 289-9271	(603) 249-0699	jsoucy@milford.nh.gov	Milford Water Utilities 564 Nashua Street Milford, NH 03055
Brad Whitfield <i>Operator</i>	(603) 249-0663 Cell: (603) 365-1748	(603) 249-0699	bwhitfield@milford.nh.gov	Milford Water Utilities 564 Nashua Street Milford, NH 03055
David Mercier <i>Senior Project Manager</i>	(603) 230-9898 Cell: (603) 203-9277	(603) 230-9899	dmercier@underwoodengineers.com	Underwood Engineers, Inc. 99 North State Street Concord, NH 03301
Daniel Jacobson <i>Project Engineer</i>	(603) 230 9898 Cell: (603) 809-2517	603) 230-9899	djacobson@underwoodengineers.com	Underwood Engineers, Inc. 99 North State Street Concord, NH 03301
Paul Blandford <i>President</i>	(603) 528-7703 Cell: (603) 387-4602		prb@metrocast.net	PRB Construction, Inc 25 Country Club Road #706 Gilford, NH 03249
Dave Nelson <i>Superintendent</i>	(603) 528-7703 Cell: (603) 707-8503			PRB Construction, Inc 25 Country Club Road #706 Gilford, NH 03249
Shannon Larocque <i>Const. Management</i>	(603) 271-2903	(603) 271-4128	shannon.larocque@des.nh.gov	NHDES Wastewater Eng. Bureau 29 Hazen Drive Concord, New Hampshire 03301
David Cloutier <i>Grants Management</i>	(603) 271-0626	(603) 271-4128	david.cloutier@des.nh.gov	NHDES Wastewater Eng. Bureau 29 Hazen Drive Concord, New Hampshire 03301
Milford, NH POLICE	(603) 249-0630 Non-emergency	(603) 672-6025	mviola@milford.nh.gov (Michael Viola, Chief of Police)	Milford Police Department 19 Garden Street Milford, NH 03055
Milford, NH FIRE	(603) 249-0680 Non-emergency	(603) 673-0657	jkelly@milford.nh.gov (John Kelly, Fire Chief)	Milford Fire Department 39 School Street Milford, NH 03055
Nashua, NH HOSPITAL	(603) 882-3000 Non-emergency			St Joseph Hospital 172 Kinsley Street Nashua, NH 03060

WWTF DEWATERING UPGRADE

TOWN OF MILFORD, NH

APRIL, 2019

ELECTRONIC SHOP DRAWING HANDLING PROCEDURES

The following procedures shall be followed for the electronic submittal of shop drawings for review. Submittals not following this process will be rejected without review.

Overall

- The Contractor shall submit a scan of the shop drawing documents and all pertinent shop drawing attachments to Underwood as a ***.PDF file**. All submittals and resubmittals shall include the required completed **submittal cover sheet** from Underwood Spec Section 01340 with the Contractor's stamp on it, noting that he has reviewed it and that it conforms to the requirements of the contract documents.
- Underwood will print out the submittal and review the shop drawing and make markups as needed. A Comment summary sheet and markups will be scanned by Underwood, combined with the complete original submittal, and emailed back to the Contractor as a *.PDF file, with a notation of: No Exceptions Taken, Furnish as Corrected, Revise and Resubmit, or Rejected. On Furnish as Corrected submittals the Contractor shall be responsible for implementing the "correction" items.
- The Contractor/Supplier will revise the submittal as required in response to the review comments and resubmit a complete standalone revised shop drawing in *.PDF format for review by Underwood. Resubmittals shall follow the same numbering as the original submittal followed by the revision number (A, B, C, etc...) If necessary, this step shall be repeated to obtain a No Exceptions Taken, or Furnish as Corrected status. **Resubmittals missing pertinent shop drawing information (from the original submittal) or containing responses to review comments only will be considered incomplete and returned without review.**
- Upon acceptance the final *.PDF file will be returned to the Contractor marked as No Exceptions Taken or Furnish as Corrected on the cover sheet. On Furnish as Corrected submittals the Contractor shall be responsible for implementing the "correction" items.
- The Contractor shall be responsible for generating hard copies for his use or for distribution to suppliers and/or subcontractors with copies of the final cover sheet attached.

- Submittals will be tracked internally by Underwood on the Shop Drawing Log.

Electronic Shop Drawing Requirements

- Underwood is only capable of sending and receiving emails which are less than 20 MB in size. All emails of scanned documents shall have a combined maximum attachment size of 20 MB. Single scanned files larger than this size shall be separated into multiple files and transmitted in separate e-mails with a numerical identifier (*i.e. 1 of 2, 2 of 2, etc.*) after the submittal designation on the e-mail.
- Electronic Shop Drawings shall have a minimum scan resolution of 300 dpi. Any submittal not clearly legible shall be rescanned or submitted in hard copy

SPECIAL CONDITIONS

NOTE:

The following special conditions modify, change, delete, or add to the “General Conditions”. Where any part of the General Conditions is modified or voided by these Sections, the unaltered provisions of that part shall remain in effect.

<u>SC No.</u>	<u>SC Title</u>	<u>Page No.</u>
SC-1	Working Hours	C-3.2
SC-2	Existing Utilities	C-3.2
SC-3	Occupying Private Property	C-3.2
SC-4	Site Security	C-3.2
SC-5	Schedule	C-3.2
SC-6	Preconstruction Video	C-3.3
SC-7	Staging Areas	C-3.3
SC-8	Non-Resident Contractor	C-3.3
SC-9	Inoculations	C-3.3
SC-10	Treatment Process Maintenance	C-3.3
SC-11	Demonstration of Operational Readiness	C-3.3
SC-12	Painting	C-3.4
SC-13	Centrifuge Rigging	C-3.4

SPECIAL CONDITIONS

OTHER REQUIREMENTS

1. WORKING HOURS

- A. The Contractor shall not begin work until after 07:00 hours and no construction activities shall be allowed after 15:30 hours. All cleanup shall have been completed by this hour.
- B. No work shall be allowed on weekends or holidays.

2. EXISTING UTILITIES

- A. The location of the existing utilities shown on the Drawings is approximate and is based on information provided by others. It shall be the responsibility of the Contractor to locate all questionable utilities in the field by exploratory test pitting. Any utilities damaged by the Contractor's activities shall be repaired immediately by the Contractor at no cost to the OWNER.

3. OCCUPYING PRIVATE PROPERTY

- A. The Contractor shall not enter upon nor occupy with men, equipment or materials any property outside of the Owner's property, the Town of Milford right-of-way, or easements obtained by the Owner, unless written consent of the property owner is obtained and a copy of such written consent is provided to the Owner prior to entry by the Contractor.

4. SITE SECURITY

- A. The Contractor shall be required to place temporary barriers or fencing (snow fence, fluorescent orange security fencing, etc.) around all storage yards at all times and around all equipment during non-working hours.

5. SCHEDULE

- A. The Contractor is responsible for submitting a proposed progress schedule to the Owner at the Preconstruction Conference or 10 days prior to the start of construction, at every Progress Meeting, and in accordance with Section 01310. If an updated schedule is not provided each month, it shall be grounds for withholding payment.
- B. The resident engineer will issue a monthly report on project staffing and progress. Should the Contractor fail to complete the project within contract time without a valid justification for an extension, said Contractor shall be barred from bidding similar projects within the Town of Milford for a period of two (2) years.

SPECIAL CONDITIONS

6. PRECONSTRUCTION VIDEO

- A. The Contractor shall take pre-construction digital video of the entire project work area in accordance with spec. Section 01381.

7. STAGING AREAS

- A. Arrangements made by the Contractor for staging/storage areas shall be private agreements between an individual property owner and the Contractor and shall not occur unless the Contractor provides the Owner with written evidence that such an agreement exists in advance of usage, which waives all liabilities to the Owner for any damages resulting from that use.

8. NON-RESIDENT CONTRACTOR

- A. On Page A-2.5 in the Information for Bidders, add a Limited Liability Company (LLC) as an acceptable form of organization.

9. INOCULATIONS

- A. The CONTRACTOR is advised that portions of the proposed work will require the workers come in contact with wastewater. The CONTRACTOR shall take whatever measures are considered appropriate and/or required to protect workers from any potential risk from exposure to wastewater, including inoculations.

10. TREATMENT PROCESS MAINTENANCE

- A. The CONTRACTOR shall be responsible for performing construction in a manner that does not interrupt operation of the existing wastewater treatment system, and for providing free access by OWNER'S staff at all times during construction. The CONTRACTOR shall conduct his operations such that no action on his part shall interrupt the wastewater treatment system's ability to provide treatment.
- B. It is essential that the existing processes remain operational during construction activities.
- C. The CONTRACTOR shall submit a detailed proposed sequence of construction schedule for this project within 10 days of signing of the contract and prior to the start of construction.
- D. A Treatment Process Maintenance Plan must be developed and submitted by the CONTRACTOR per Section 01041.

11. DEMONSTRATION OF OPERATIONAL READINESS

Prior to initiating operation of the new equipment/processes and appurtenances, the CONTRACTOR shall demonstrate the readiness of the facilities to be put into service, including all piping, structures, equipment, instrumentation and controls, and items specified herein and as shown on the Drawings prior to substantial completion.

SPECIAL CONDITIONS

The CONTRACTOR shall perform and provide written certification of installation checkout, testing and operator training from all equipment manufacturers as described in Section 01668, prior to initiation of operational readiness.

All equipment, controls and instrumentation systems shall operate trouble free for the minimum demonstration period of seven (7) calendar days from the start of operation, during which period the CONTRACTOR shall provide immediate response to remedy any problem(s) that may arise on a 24-hour basis.

If a problem(s) occurs during the operational readiness test period that causes the system to be unable to reliably treat the wastewater to the required effluent permit level, and/or dewater sludge to the required percent solids, the problem(s) shall be immediately remedied and the operational readiness period shall be re-initiated for another seven (7) days.

12. PAINTING

- A. No painting is required under this Contract. The Owner will be preparing, furnishing, and applying paints and coatings utilizing their own staff.

13. CENTRIFUGE RIGGING

- A. The Contractor shall note that the fully-assembled weight of the centrifuge unit exceeds the capacity of the existing lifting equipment installed in the Dewatering Room. The Contractor will need to either rig the centrifuge into place in pieces weighing less than the existing crane capacity or provide another means to install the centrifuge.

END OF SECTION