

# Pre-Construction Meeting Agenda

## Wednesday, May 12, 2020 at 10 AM

**Project Title:** MS WRF Chlorine Contact Chamber #18-0060-UT

**Contractor:** CROM Coatings and Restorations

**Client/Dept:** Public Utilities

**Location:** Microsoft Teams Meeting

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Introduction of Attendees: (complete sign in sheet)

1. **Scope of Work** – The City operates two (2) chlorine contact chambers (CCCs) at the Marshall Street Water Reclamation Facility (WRF). The inner CCC needs repair at the weir wall before the de-chlorination tank as it may be the source of external seepage during operation. Phase 1 will include crack injections and waterproofing expansion joints along the weir wall. Phase 2 includes lining a portion of the inner CCC with a coating system. A Phase 3 additive alternative is also proposed to waterproof the Outer CCC expansion joint at the weir wall, if Phase 1&2 repairs fail to stop the external seepage.
2. **Schedule** - All work within this contract is to be completed within 180 consecutive calendar days after the notice to proceed date has been issued. Submit a CPM construction schedule identifying areas of work, specific tasks and duration to City Project Manager, Kaylynn Price. As changes in the schedule occur, submit an updated schedule at the progress meetings. A four (4) week look ahead will be required for each monthly progress meeting.
3. **Area of Work/Hours of Work** – Identify haul routes and staging areas. Location of the storage/staging area shall be coordinated with the City's Construction Inspector; Contractor shall restore storage/staging area to original condition. Noise – City Community Development Code –1508, allows for construction activities from **7 am to 6 pm, Monday to Saturday** and to time on Sundays, except in case of urgent necessity in response to public health and safety and with permit from Building Official.
4. **M.O.T.** – Contractor to furnish, erect, and maintain traffic control devices. Contractor must submit and MOT Plan to the Engineering Office for approval by the City's Traffic Manager prior to implementation. **Please use the City's MOT Certification Form when submitting your MOT plan for review** emailed to contractor as part of pre-con package.
5. **Erosion Control** – Contractor to maintain erosion and siltation controls per Section IV, Series 207 (Older Spec: Section IV, Article 38) and the scope of work. Contractor shall prepare and submit a hurricane preparation plan prior to the commencement of construction. Contractor to perform regular Site maintenance to keep the site free of accumulated construction debris and rubbish caused by the work. Contractor shall perform his work minimize excessive dust.

Contractor must conduct illicit discharge training (city will forward training options to the contractor) and submit documentation to the City. **All employees onsite must complete illicit discharge training and provide documentation to the City prior to NTP. Training documents and training sign-in sheet emailed to contractor as part of the pre-con package.**

6. **Roll-Off Containers and/or Dumpsters** – Pursuant to Code of Ordinance Section 32.272(1), it shall be unlawful for any party, other than the city, to engage in the business of collecting, removing, hauling or disposing of construction and demolition debris, whether commercial, industrial or residential in nature, All City construction projects shall utilize City of Clearwater Solid Waste roll-off containers and/or dumpsters for their disposal and hauling needs. For availability, pricing, contact Mark Beery (727) 224-7393, email: [Mark.Beery@myclearwater.com](mailto:Mark.Beery@myclearwater.com) at the City of Clearwater Solid Waste Department.
7. **Submittals/Shop Drawings** – Submit electronically to Kaylyn Price at [Kaylynn.Price@myclearwater.com](mailto:Kaylynn.Price@myclearwater.com) and **copy City Points of Contact in # 11 below**. If necessary, submit two (2) hard copies, plus the number you want returned. Allow up to fourteen (14) calendar days for review. No additional Contract time approved due to failure to transmit submittals in advance of work performed.
8. **Logs** – The Contractor will be responsible for the preparation of Submittals and RFI Logs. Update these logs as necessary and bring to each Progress Meeting. Logs will become a part of the official meeting minutes. Present an initial submittal log for approval at the beginning of the project, listing all expected shop drawings. The submittal log is used to track submittals and ensure everything is included to complete the project.
9. **Construction Notices** –
  - a. **Notice of Construction to Residents/Businesses** – contractor will notify surrounding residents and business seven (7) days in advance of construction. Provide a copy of the notification distributed to the Construction Inspector in advance for approval. Address in advance accommodations to maintain private residential/business. Example of Notice to Resident/Businesses emailed to contractor as part of the pre-con package.
  - b. **Notice of Commence to Police Chief & Traffic Engineering** – Contractor will notify Police Chief ([Daniel.Slaughter@myclearwater.com](mailto:Daniel.Slaughter@myclearwater.com)) and Traffic Engineering ([Bennett.Elbo@myclearwater.com](mailto:Bennett.Elbo@myclearwater.com)) of Construction plan location and dates, including road closures (can also attach CPM Schedule) at least seven (7) days in advance of construction.
10. **Restoration Time Limits** – Rapid restoration of all disturbed areas is very important to the City of Clearwater. Refer to Contract Specification Section III, Article 6.5.2 and Section IV. Series 701 (Old: Section IV, Article 10). Briefly, all debris shall be removed within five (5) days of excavation; all arterial and collector roadways shall be repaved **as soon as possible**; local streets and asphalt driveways shall be repaved within fifteen (15) days; and concrete driveways, sidewalks and sod will be restored within ten (10) days of removal or the successful pressure test of potable water lines. The contractor shall water the new sod for a period of 30 days after it is laid.
11. **City Points of Contact-**

City of Clearwater Project Manager – Kaylynn Price  
(727) 562-4773 Cell (727) 224-7024 [Kaylynn.Price@myclearwater.com](mailto:Kaylynn.Price@myclearwater.com)

Engineering Consultant / Tetra Tech – Michael Saxton  
(813) 321-0321 [Michael.Saxton@tetrattech.com](mailto:Michael.Saxton@tetrattech.com)

Document Control (**copy on every email**) – Carrie Szurly  
(727) 562-4782 [Carrie.Szurly@myclearwater.com](mailto:Carrie.Szurly@myclearwater.com)

City of Clearwater Emergency Dispatch – 727-462-6633

City of Clearwater / Public Utilities Director - Rich Gardner  
(727) 562-4960 Ext 7267 Cell (727) 224-7043 [Richard.Gardner@MyClearwater.com](mailto:Richard.Gardner@MyClearwater.com)

City of Clearwater / Wastewater Environmental Tech Manager - Jason Jennings  
(727) 562-4960 Ext 7221 Cell (727) 224-7477 [Jason.Jennings@MyClearwater.com](mailto:Jason.Jennings@MyClearwater.com)

City of Clearwater / Public Utilities Asst. Manager - Mike Flanigan  
(727) 462-6660 Ext 3904 Cell (727) 224-7690 [Michael.Flanigan@MyClearwater.com](mailto:Michael.Flanigan@MyClearwater.com)

City of Clearwater / Wastewater Treatment Plant Chief Operator - Ryan Alexander  
(727) 793-2787 Cell (727) 224-7042 [Ryan.Alexander@MyClearwater.com](mailto:Ryan.Alexander@MyClearwater.com)

City of Clearwater / Public Utilities Infrastructure Maintenance Manager - Mike Gilliam  
(727) 562-4960 Ext 7201 Cell (727) 430-3541 [Michael.Gilliam@MyClearwater.com](mailto:Michael.Gilliam@MyClearwater.com)

City of Clearwater / Public Utilities Asst. Manager - Kervin St. Aimie  
(727) 462-6660 Ext 225 Cell (727) 642-1693 [Kervin.StAimie@MyClearwater.com](mailto:Kervin.StAimie@MyClearwater.com)

City of Clearwater / Engineering Manager - Jeremy Brown  
(727) 562-4815 Cell (727) 418-2835 [Jeremy.Brown@MyClearwater.com](mailto:Jeremy.Brown@MyClearwater.com)

- 12. Overtime Inspection** – Contractor shall reimburse the Owner for additional engineering and inspection costs incurred because of overtime work in excess of the regular working hours or on the Owner's normally approved Holidays. Give 72 hours' notice to Melvin Maciolek if City Inspectors will need to work in the evenings. Minimum number of chargeable hours for inspection costs on weekends or holidays shall be four hours. The cost of overtime inspection per hour shall be \$80.00 per hour per Section III, 6.1. Construction Inspectors normal working hours are Monday through Friday 7:30 a.m. to 3:30 p.m.
- 13. Inspection & Testing** – Contractor to provide a minimum 24 hr. notice to the Project Manager when inspections or tests are required. All testing shall be the responsibility of the Contractor. Contractor will schedule and obtain inspections or tests required by other regulating agencies having jurisdiction.
- 14. Protection of Existing Facilities** - Contractor provides the necessary injury protection on site and must prevent damage to surrounding property. Videotape all areas within the project

area per Section IV, Series 105 (Old: Section IV, Article 37) and the scope of work. Any damage claims will be the responsibility of the contractor unless videotape can prove otherwise.

**15. Project Sign** – The City's Engineering Division will provide Contractor with wording for two portable project signs (see scope of work section for sign requirement). Review proposed sign location with the City's Construction Inspector. See Specification Section III, 23. Example of sign emailed to contractor as part of pre-con package.

**16. Periodic Payments:** Submit applications for payment on a monthly basis, not less than 30 days apart. Pay requests are to show quantities and percentages when applicable. The City will provide the application format via email. **Email electronic EXCEL version to Project Manager at [Kaylynn.Price@myclearwater.com](mailto:Kaylynn.Price@myclearwater.com) to review and approve quantities, copying City File at [Carrie.Szurly@myclearwater.com](mailto:Carrie.Szurly@myclearwater.com)** Wait for approval before submitting final signed original for payment. Pay App emailed to contractor as part of pre-con package.

**Submit Four (4) signed originals to:**

City of Clearwater Engineering Dept.  
**Attn: Stephanie Sansom, Controller**  
100 South Myrtle Avenue, Suite # 200  
Clearwater, FL 33756

**17. City's Remarks and Comments** – Contractors Represent the City of Clearwater and must conduct themselves accordingly. This is a zero-tolerance issue. The City will request removal of staff immediately if concerns arise regarding behavior.

**18. Contractor Remarks and Comments** –

**19. Discuss Notice to Proceed** –

**20. Contractor to Submit**

- a. Emergency Call List
- b. Signature Authorization
- c. Stormwater Illegal Discharge Training Log
- d. Maintenance of Traffic Certification Form
- e. List of Sub-Contractors and Suppliers
- f. Project-specific Certificate of Insurance listing City of Clearwater as Additional Insured
- g. Electrical Safety Policy

**21. Monthly Progress Meetings** –

- a. Day of Week:
- b. Time of Day:
- c. Updated Submittal Log
- d. 1-month look-ahead schedule

**22. Contractor Evaluation Form** – Example form emailed to the contractor. All stakeholders will complete this form at project completion. A summary placed in the contractor's

prequalification file and sent to the contractor. Negative evaluations will affect prequalification on future City of Clearwater projects.

**23. Distributed to the Contractor via email –**

- a. Contractor EMERGENCY CALL LIST
- b. Contractor SIGNATURE AUTHORIZATION
- c. Stormwater ILLEGAL DISCHARGE training example and TRAINING LOG
- d. Maintenance of Traffic (MOT) Certification Form
- e. Project Sign information & City Logo formats
- f. Notice of Construction Template
- g. Request for Information (RFI) Log
- h. Submittal Log
- i. Pay Application cover sheet and bid items
- j. Contractor Evaluation Form Example
- k. Utility Contacts
- l. Brochure -NPDES Generic Permit Stormwater
- m. NOI NPDES Stormwater Discharge
- n. Electrical Safety Policy