

Town of Grafton
Board of Sewer Commissioners

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SEWER COMMISSION MEETING – THURSDAY, JANUARY 7, 2016-MINUTES
GRAFTON FIRE HEADQUARTERS – PRECONSTRUCTION MEETING

Present: David L. Therrien, Gerald F. Leblanc, Susan H. Duval

All others attending are listed in enclosed Project Directory

Call to Order 9:00 a.m.

See enclosed minutes

Meeting adjourned 10:38 a.m.

Town of Grafton, Massachusetts

Grafton Wastewater Treatment Plant Improvements

Project Directory

| Town of Grafton | | | |
|------------------------|--|---------------------|----------------------------|
| Name | Role | Phone | Email |
| Paul Cournoyer | Grafton WWTP - Superintendent of Sewers | 508-839-8526 | Cournoyerp@Grafton-ma.gov |
| Susan Duval | Grafton Board of Sewer Commissioners/OPM | 978-660-2752 | s_hunnewell@verizon.net |
| Vin Drago | Grafton WWTP | 508-839-8526 | Dragov@Grafton-ma.gov |
| Craig Alex | Grafton WWTP | 508-839-8526 | Alexc@Grafton-ma.gov |
| Brian Bavosi | Grafton WWTP | 508-839-8526 | Bavosib@Grafton-ma.gov |
| Matthew Maynard | Grafton WWTP | 508-839-8526 | Maynardm@Grafton-ma.gov |
| Mary Murray | Grafton Board of Sewer Commissioners/Off Mgr | 508-839-5335 x1185 | Murraym@Grafton-ma.gov |
| Dave Therrien | Grafton Board of Sewer Commissioners | | dave.therrien@verizon.net |
| Gerald LeBlanc | Grafton Board of Sewer Commissioners | 508-735-2631 | Garryleb@msn.com |
| Maria Mast | Grafton Conservation Commission | 508-839-5335 x 1138 | Mastm@Grafton-ma.gov |
| Robert Berger | Grafton Inspector of Buildings | 508-839-5335 x 1140 | Bergerr@Grafton-ma.gov |
| Stephen Charest | Grafton Fire Department | 508-839-4606 x 226 | Charests@Grafton-ma.gov |
| Tim McInerney | Town of Grafton - Town Administrator | 508-839-5335 | McInerneyt@Grafton-ma.GOV |
| Doug Willardson | Town of Grafton - Assistant Town Administrator | 508-839-5335 | Willardsond@grafton-ma.gov |
| Steve Lemoine | South Grafton Water District | 508-769-0939 | StevenSGWD@gmail.com |

| CDM Smith | | | |
|--------------------|--|--------------|---------------------------|
| Name | Role | Phone | Email |
| Tom Casey | Construction Project Manager | 617-201-1081 | caseytm@cdmsmith.com |
| Nate Desrosiers | Assistant Construction Project Manager | 617-452-6690 | desrosiersnl@cdmsmith.com |
| Eric Salo | Chief Resident Engineer | 617-201-1567 | saloes@cdmsmith.com |
| William Dana Green | Design Project Manager | 617-452-6639 | greenwd@cdmsmith.com |
| Michael Walsh | Officer-In-Charge | 617-452-6535 | walshmi@cdmsmith.com |

| Massachusetts Department of Environmental Protection | | | |
|---|------------------|--------------|----------------------------------|
| Name | Role | Phone | Email |
| Dan Roman | MA DEP Inspector | 617-292-5710 | Daniel.Roman-Segarra@state.ma.us |

| Walsh Construction | | | |
|---------------------------|---------------------------|--------------|----------------------------|
| Name | Role | Phone | Email |
| Brad Coutu | Project Manager | 617-756-5191 | Bcoutu@walshgroup.com |
| Kevin Monkiewicz | Assistant Project Manager | 617-869-5567 | kmonkiewicz@walshgroup.com |
| Michael Armour | Project Superintendent | 617-592-3907 | marmour@walshgroup.com |
| John Neil | Safety Manager | 617-945-3162 | jneil@walshgroup.com |
| Ben Erle | Field Engineer | 508-527-8744 | berle@walshgroup.com |
| Chris Frechette | Project Engineer | 860-575-6018 | cfrechette@walshgroup.com |
| Paul Coogan | Chief Estimator | 617-592-3168 | pcoogan@walshgroup.com |
| Steve DelGrosso | NE Operations Manager | 617-592-0184 | Sdelgrosso@walshgroup.com |

**TOWN OF GRAFTON, MASSACHUSETTS
GRAFTON WASTEWATER TREATMENT PLANT IMPROVEMENTS
CONTRACT No. 21
PROJECT No. CWSRF-3990**

PRE-CONSTRUCTION MEETING MINUTES

Date: Thursday, January 7th, 2016
Time: 9:00 A.M.
Location: Grafton Fire Headquarters

A. Introductions

- A list of those in attendance, their roles on the project, and contact information is attached.

B. Contract Status

The contract documents have been executed. The Effective Date of the Agreement is December 21st, 2015. CDM Smith noted a Notice to Proceed was given to Walsh on December 21st.

The project times are according to the Agreement and noted, as follows:

- The Contract Time shall be 800 Calendar Days for Substantial Completion, commencing twenty days (January 10, 2016) following the Effective Date of the Agreement. Substantial completion date is March 20th, 2018.
- There is a liquidated damages clause in this contract requiring the Contractor to pay the Owner damages as a result of failure to complete the work within the contract time; Damages are according to the Agreement and are noted here, as follows:
- Substantial Completion - \$30,800 per calendar day of unexcused delay

C. Status of Contracts with Filed Sub-bidders

- Walsh Construction Company (Walsh) provided a list to CDM Smith noting the status of contracts with their filed sub-bidders. The list indicated that Walsh has secured contracts with all of their filed sub-bidders and awaits bonds from several.

D. Project Communications

- Town of Grafton (Owner)
 - Mr. Paul Cournoyer is the Town's Superintendent of Sewers; communication will generally be through CDM Smith.
- Owner's Project Manager (OPM)
 - CDM Smith will be providing information requested by the Owner's Project Manager (OPM), Susan Duval

- Communication with CDM Smith
 - CDM Smith's construction phase project manager will be Mr. Thomas Casey. Mr. Nathan Desrosiers will be assisting Mr. Casey. Project communication should be addressed to CDM Smith's Boston office and copied to CDM Smith's resident representative (Eric Salo) at the field office.
 - CDM Smith's on-site Lead Construction Representative (RE) will be Mr. Eric Salo.
 - On-site correspondence should be sent to Mr. Salo. Day-to-day communication at the site will be with Mr. Salo. On-site written correspondence should be copied to CDM Smith's project manager in the CDM Smith Boston office. Emailed PDF versions are acceptable.
- Walsh Construction Company
 - Mr. Brad Coutu will be the Walsh project manager and Mr. Kevin Monkiewicz will be the assistant project manager. Walsh noted that Brad and Kevin will both be onsite full time.
 - Mr. Michael Armour will be the Walsh superintendent.

E. Shop Drawing Submittals

- Submittals are to be provided in accordance with Section 01300 of the specifications.
- All submittals will be uploaded to the project Submittal Exchange website for review. Official review comments will be returned via the Submittal Exchange website. The Submittal Exchange website will be the official register of submittals for the project. Hard copies received but not uploaded to the Submittal Exchange website will not be official submittals.
- At least three (3) copies with required contractor certifications are to be sent to the attention of Tom Casey at CDM Smith's Boston office. A copy of each transmittal should go to Eric Salo at the field office. CDM Smith will return one reviewed copy to Walsh, one to the CDM Smith field office, and will retain one copy.
- Notify the Engineer, in writing at the time of the submittal, of any deviations in the submittals from the requirements of the Contract Documents.
- The specification section must be noted on the transmittal along with the appropriate revision number. See Section 01300-1.03.D
- Provide P.E. Certification Form where applicable. P.E. stamp and signature may be done electronically for submission to Submittal Exchange website.
- Within 30 days of the NTP, submit to the Owner and Engineer a list of the vendors that are intended to supply each piece of equipment listed in Division 11.

- No later than substantial completion, submit a record of all changes during construction not already incorporated into the Drawings; periodic (monthly) updates will be verified by CDMS.
- Before final payment is made, submit one set of record shop drawings (include disk with all Submittal Exchange data) to the Engineer.
- Allow 30-day period for review and include activities for two review periods in the baseline schedule.
 - For submittals that are returned with the code, Approved as Noted, Resubmit; or Approved as Noted, Confirm, resubmittals are required within fifteen calendar days of the date of the Engineer's transmittal requesting the resubmittal. CDMS review codes are summarized in Spec Section 01300.
 - Vendor O&M manuals are required to be submitted within fifteen days following approval of the shop drawings for each piece of equipment and must be approved at least four weeks prior to training. Startup of any system will not occur until the specified training has been provided.
 - Vendor O&M manuals shall be submitted via the project Submittal Exchange website.
 - Deviations are to be clearly noted on the transmittal.
 - Contractor's certification is required – See Section 01300-1.03.F.2.a.1.

F. Project Change and Clarification Procedures

- Change Orders
 - Change Order Requests (CORs) will be addressed to CDM Smith's Boston office to the attention of Tom Casey and uploaded to the project Submittal Exchange website. CDM Smith will coordinate Owner copies with the OPM. CORs will not be considered official if they are not uploaded to the Submittal Exchange Website.
 - Change orders will be processed and performed in accordance with the General Conditions of the Contract between the Owner and Contractor.
 - All change orders require Owner approval. Approval procedures will include review and acceptance of the change by the Engineer and recommendation of the change to the Owner by the OPM.
 - For any work performed by the Contractor or any Subcontractors that could be considered a potential change to the contract, time and materials slips shall be provided to the Engineer by the end of the day on which the work is performed. Engineer shall acknowledge receipt T&M slips. Validity of the change will be determined subsequent to receipt of the slips.

- Updated COR log will be provided at each progress meeting by CDMS.
- RFIs
 - Requests for information (RFI's) should be to the attention of Tom Casey in Boston and uploaded to the project Submittal Exchange website. RFIs will not be considered official if they are not uploaded to the Submittal Exchange Website.
 - Updated RFI log will be provided at each progress meeting by CDMS.
 - CDM Smith stated they would like to meet with each of Walsh's filed-sub bidders prior to the start of construction to identify and answer any questions/RFIs.

G. Payment Requisitions

- Schedule of values must be submitted and approved prior to first requisition for payment.
- Draft estimate (form to be utilized and schedule of values) to CDM Smith for review and eventual approval.
- Wage rates to be posted at the site.
- Signature block requirements:
 - CDM Smith -
 - OPM -
 - Owner – The 3 members of the Board of Sewer Commissioners will each sign.
- Estimated Deadline – Payment requisitions will be submitted at the end of each month.
- Number of copies to be provided – The Town will determine how many copies they need and will notify CDM Smith. It was subsequently determined that 7 copies of each payment requisition should be provided by Walsh.
- Estimate Review Process – Walsh will discuss and agree upon their monthly quantities with CDM Smith's Chief RE; once quantities are agreed upon, Walsh will provide 7 signed original copies to CDM Smith PM; CDM Smith PM will review, prepare cover letter, and deliver to the Town for execution; CDM Smith will also prepare the SRF loan drawdown for submission to DEP for reimbursement from the State.
- 3 Signed copies of the BMF 2000 form are required. MBE/WBE payment information is to be updated monthly on the BMF 2000 form.
- Invoice or bill of sale will be required for payment of material and/or equipment stored on site. Within sixty (60) days of payment, verification that the vendor has been paid will be

submitted or moneys paid may be withdrawn. In addition, logs for maintenance of equipment in accordance with manufacturer's requirements are required.

- Record documents are to be maintained to reflect progress on the project and made available for the Engineer's reference. An amount for the record drawings is to be established in the schedule of values and paid when record documents are properly maintained. In the event record documents are not properly maintained, payment will be withheld.
- Monthly payment requests must be accompanied by progress schedule updates.
- Certified payrolls (2 hard copies) should be sent weekly to Eric Salo with an electronic copy uploaded to the project Submittal Exchange website.
- Project photographs to be provided at time requisition is submitted (monthly).

H. Project Issues

- Removal and disposal of hazardous material.
 - Asbestos containing materials and lead based paints; review of all procedures is summarized in Specification Sections 02050 through 02125
- Permits
 - Building Permits from the Town – Walsh stated they have been meeting with the Building department to work through any remaining issues. The Inspector of Buildings indicated they are close to issuing the building permit. The Inspector of Buildings noted they are waiting on final confirmations from Conservation Commission and the Planning Department to issue the permit. The Inspector of Buildings noted that the electrical inspections can be performed during normal business hours but the plumbing inspections will occur after hours. The Inspector of Buildings requested a meeting be held prior to the start of construction with the inspectors.
- Weekly Site Cleanup: remains a high priority with Plant operations ongoing.
- Erosion and Sedimentation Control Plan, SWPPP and Order of Conditions must be on-site at all times. Walsh will meet with the Conservation Agent prior to installing the erosion control measures to address any questions and confirm their plan.
- Pre-construction meeting with Conservation Commission (following letter to ComComm).
- Take precautions to mitigate construction debris and any material that could enter tanks in operation.

I. Construction Schedule

- Construction schedules must be updated monthly at a minimum – Walsh indicated they will be utilizing a CPM schedule which will be updated with each payment requisition.

- Anticipated start date and 60-day preliminary schedule – Walsh stated they are currently onsite completing startup administration tasks and are preparing for the start of construction. Walsh indicated they will be mobilizing to the site in the next couple of weeks but could be dependent upon the winter weather. Walsh indicated they would like to have trailers onsite by the end of the month. Once Walsh is onsite – they will start with demolition in the existing building and setting up the dewatering for the phosphorus building. Walsh anticipates it will take 3-4 weeks to draw down the water table. Walsh indicated they would like to break ground on the phosphorus building by the end of March and hope to be placing concrete in April. Walsh will mobilize in their dumpsters and storage boxes. Walsh will also start with site utility installations and relocations.
- Review of preliminary schedule – Walsh stated that the construction schedule is built around the Maintenance of Plant Operations (MOPO) as outlined in the specifications. Walsh will focus on starting the phosphorus building as this will be a substantial amount of work to complete in Phase 1 of the project.
- Review of baseline schedule – Walsh stated they have been working on the baseline schedule with their subcontractor. Walsh intends to have it completed by the end of the month.
- Final approval of baseline schedule – Once the baseline schedule is provided by Walsh, CDM Smith will review the baseline schedule. CDM Smith is utilizing a subcontractor who specializes in construction schedule review for this task. CDM Smith will provide comments to Walsh after they have completed review of the baseline schedule.
- Project schedule submissions will be uploaded the project Submittal Exchange website.

J. Sequence of Operation

- Proposed Sequence of Operation – Required to be submitted within 60-days of the Notice to Proceed and coordinated to the progress schedule. MOPO is summarized in Spec Section 01810.
- For areas of construction that require involvement from the Town, adequate notification and close coordination with the Town and CDM Smith will be required. All events for which Town participation is required to facilitate contract work should have an associated activity(s) in the schedule coded to appear as a Town activity.
- Training of Town staff on equipment to be started-up must be completed 2 weeks prior to equipment start-up. Pipe marking and valve tags must also be completed prior to equipment start-up. O&M manuals (hard copies) **must** be approved and onsite at the time of training.

K. Coordination with Town Operations

- Advanced notification will be given to both the Town and CDM Smith prior to any interface with existing operations of the plant.

- All electrical shut downs required to facilitate new work will be approved by the Town and CDM Smith in advance.
- Town operators will control all valve closures and/or openings without exception.
- Contractor will protect all existing plant equipment, piping, structures, etc.
- During construction, the site and all existing areas in which work will be performed will be kept as clean as possible so as not to obstruct access to existing piping, equipment, valves, etc.
- Snow removal in work areas will be the responsibility of the Contractor.

L. Construction Video and Photography

- Aerial photography, land-based photography, video, and web-based construction photography will be utilized on the project as outlined in section 01322.
- All photos and video will be uploaded to the project Submittal Exchange website. 1 set of images will be kept at the CDM Smith field office.
- Aerial photography to capture the project site will be completed prior to start of construction, monthly, and at the completion of the project.
- Land-based photography to capture areas of current construction will be completed prior to start of construction, monthly, and at the completion of the project.
- Video to capture the project site will be completed prior to start of construction.
- Web-based construction photography will provide for a live streaming construction site image updated at 5 minute intervals and time laps sequence construction site recordings.
- Walsh indicated they would have the preconstruction video and photos taken in the next two weeks.

M. Instrumentation and Control Work

- A Project Plan and Schedule Submittal are required within 45-days from Award.

N. Utilities and Temporary Facilities

- Temporary Contractor's and Engineer's Facilities; to be reviewed/approved on-site
- Equipment to be stored
- Walsh stated they are working with the utilities to get them set up. The Town stated they can provide assistance with expediting the utilities, if required

O. Site Preparation, Site Traffic and Staging Areas

- Trees and tree root systems are to be protected as indicated in Section 02100.
- Town access road shall be kept clear for trucking and local traffic. Excavated material must be stockpiled such that road access is maintained.
- Septage haulers access the site multiple times a day and must have access to the septage receiving facilities and adequate room to navigate on and off the site.

P. Site Safety and Security

- Identify on-site Site Health and Safety Coordinator. Walsh indicated they have a site safety officer. Walsh stated their primary concern is safety above all else. Walsh will work with the Town and CDM Smith to provide a safe work environment; all personnel on site will be included in Walsh's Safety Orientation.
- The Town noted that the police must have access to the site at all times so the access gate will require multiple locks for Town and Walsh access.
- CDM Smith stated they would keep PPE for visitors to the site in their trailer.
- Walsh will be submitting a Health and Safety (H&S) plan for the project which will be reviewed by CDM Smith. The Town requested that they be provided a copy of the H&S plan so they can provide comments as well. Walsh has met with the fire department to review their procedures. Walsh indicated they will perform safety exercises over the course of the project.

Q. Operation and Maintenance Training and Startup Activity

- Startup plan is required 30 days prior to startup and incorporated in the project schedule.

R. Meetings

- Construction Progress Meetings will be held Bi-weekly; additional meetings can be held as needed; CDMS to distribute meeting minutes. CDM Smith stated construction progress meetings will be held on Tuesday mornings and will likely start on January 19th. There will also be weekly onsite coordination meetings with the onsite personnel.
- Startup Meetings
- Operations Meetings

S. Emergency Telephone Numbers

- Walsh will provide a list of emergency numbers in the next couple of weeks. Walsh also noted the emergency numbers will be posted at their trailers.

T. Working Hours, Security

- The Plant's normal working hours are from 7 AM to 3 PM. Arrangements for site security beyond these hours are to be agreed to prior to work commencing at the site. Walsh indicated they would be working 7 AM to 3:30 PM. Walsh indicated they would coordinate with the Town any times they must work off hours to complete a task. Walsh stated that the foreman are responsible for having a count of their workers and Walsh Superintendent & Project Manager are responsible to ensure that all workers are off site at the end of each day and will secure the site.

U. Contract Closeout

- In accordance with Specification Section 01700.

V. Miscellaneous

- Water for Construction Purposes – Coordinate with Owner.
- Noise Control/Limitations (Spec Section 01170, paragraph 1.09) - Walsh noted the noisiest part of construction will be the exterior demo. Walsh noted they will use electric pumps for the dewatering but will be using diesel pumps for any bypass operations.
- Equipment Testing/Startup: test procedures to be submitted 30 days in advance
- Temporary Facilities (Spec Section 01500)

W. DEP Requirements

- Walsh indicated they will have an employee board outside their trailer with all of the required DEP postings.
- Employee Rights Poster - need to be posted by the Contractor in a location accessible to workers
- Davis Bacon Wage rates - need to be posted by the Contractor in a location accessible to workers
- Massachusetts Prevailing Wage rates posted by Contractor in a location accessible to workers
- Certified payrolls will be checked at monthly SRF inspections for required certification page for all payrolls from contractor and subcontractor
- Periodic labor Interviews need to be conducted by the Town or Lead Construction Representative under compliance verification
- American Iron and Steel requirements:
 - Consultant /Contractor will develop a list of product that are under AIS requirement.

- Contractor need to submit AIS Manufacturer Certification with shop drawing for Consultant review/approval for products under AIS. (Example: manhole frames and covers)
- De minimis waiver – schedule of value of material cost need to be prepared by the contractor/consultant, and Identify 5% De minimis \$ amount, identify products covered under de minimis waiver (incidental no more than 5% of the total material cost; individual item may not exceed 1%)
- Diesel Retrofit Certification form and list. Please E-mail form and the list after the Contractor/subcontractor filled it out. The equipment list is for diesel powered non-road construction equipment/vehicle greater than 50 brake horsepower which will be used during the work under this Contract. Contractor need to prepare the list. Please E-mail the completed list to me with 10 days of the executed agreement.
 - Equipment type, make, model;
 - Vehicle Identification Number or VIN;
 - Engine model and year of manufacture;
 - Engine HP rating;
 - Emission Control Device (“ECD”) type (Diesel Oxidation Catalyst or Diesel Particulate Filter);
 - ECD make, model, and manufacturer;
 - ECD EPA or CARB Verification Number or manufacturer’s certification that the DOC or DPF meets or exceeds emission reductions provided by similar emission control technology verified by EPA or CARB;
 - ECD installation date;
 - Type of fuel to be used; and whether the equipment is owned or rented.
- The subcontractor participation form need to be submitted by the Contractor to DEP within 90 days of award of the contract. The subcontractor participation form need to include all subcontractors of the Contractor (non M/WBE and M/WBE as well) who are doing actual work at the construction site. Suppliers are not part of this group and should not be listed on the form. This form is also in the specifications.