



**TOWN OF NEW RICHMOND, IN
WATER SYSTEM IMPROVEMENTS
DIVISION 1 – WATER TREATMENT PLANT
DIVISION 2 – WATER DISTRIBUTION SYSTEM**

**Pre-Construction Conference Meeting Minutes
September 5, 2023 at 2:00 P.M.**

New Richmond Fire Station (215 S. Prairie Street, New Richmond, IN 47967)

1. Introductions

Mr. Keegan Dunn with HWC Engineering opened the meeting at approximately 2:00 pm. Introductions were then given by all in attendance. Eric Smith with HWC and Brandi Rodriguez with SRF joined the meeting remotely via Teams. A sign in sheet was also distributed and is enclosed with these minutes.

2. Project Description

Mr. Dunn gave a brief overview of the project and gave a general description of the scope work described as follows:

A. Division 1: Water Treatment Plant

- Division 1 includes the cost to replace both well pumps, emergency generator, new package filtration system, yard piping, and a fence around the well/elevated tank site.

B. Division 2: Water Distribution System

- Division 2 includes the cost to replace two sections of water mains on Wabash Street and Washington Street, two fire hydrants, two flushing hydrants, and six new water meter pits to replace meters currently located inside buildings in and around the downtown area.

3. Funding Agency Requirements

A. OCRA – Kristy Jerrell, Grant Administrator

Kristy Jerrell discussed the requirements as described in the OCRA Pre-Construction Conference Guide and noted that they have worked with the contractor (Graves) before. Some of the key items discussed are as follows:

- Andrew Graves will send weekly payrolls.
 1. Brandy (SRF) is to be copied on the weekly payrolls.
- Kristy (OCRA) will perform weekly interviews during the time of construction and will handle the release of funds.
 1. Currently, contract documents can be signed but not dated.
- OCRA will be funding up to \$700,000 with \$639,000 for construction and the rest for administration.
 1. Funds are expected to be available by the end of this week or possibly the beginning of the following week.
 2. Costs from both entities (SRF & OCRA) will be separate/split. Division II funding is all from OCRA.

B. SRF – Brandi Rodriguez, Project Engineer

Brandi Rodriguez with SRF discussed SRF's pre-construction meeting memorandum that was included with the agenda and is enclosed with these minutes. Some of the key items discussed are as follows:

- Davis-Bacon Wages are required on the project and certified weekly payrolls must be submitted. Kristy (OCRA) noted that the new Davis-Bacon Wage Determination is to be provided and that the Contractor (Graves) will need to sign and follow the latest requirements.
- The Contractor will be required to fill out the service line form for the replaced service lines. If anything is found such as lead, SRF is to be notified.
- This project falls under "Build America, Buy America" and qualifies for the Adjustment Period Waiver.
- Contractors are required to comply with the American Iron & Steel (AIS) requirements. Contractor shall submit AIS Certifications with the shop drawings and the Town is to keep this information in their files in the event of an audit.
- Specific funding regarding emerging contaminants (manganese) will be provided by SRF.
- The Town and the Contractor agreed to have SRF hold the retainage for the project. Brandi (SRF) asked Keegan (HWC) to fill out and submit the SRF-provided retainage form.
- SRF construction progress meetings are to coincide with site visits.
- Change orders require review and approval from SRF. These can be sent for review in advance to avoid any delays.
- Brandi (SRF) made the Town aware of the possibility of an Audit.
- Brandi (SRF) noted that executed documents are to be sent prior to release of funds and there is to be a 90-day bid hold.

- Brandi (SRF) notified Keegan (HWC) that the cover letter for payment applications will need to state which portion of the requested payments are related to emerging contaminants to ensure proper documentation and funding.
 - This will be sent to the Town for approval.
 - SRF and OCRA are to be copied on all payment applications.
- SRF will provide Bipartisan Infrastructure Law (BIL) Signage.
 - Keegan Dunn (HWC) noted that the Town already had the signage but was asked by Brandi to send a picture as there might be a new iteration of the sign that will be required.
- HWC Engineering will send progress meeting minutes and weekly construction reports to Brandi (SRF) and Kristy (OCRA) throughout the project.
- See Attached SRF Pre-Con Memo for additional information.

4. Utility & Other Coordination

Mr. Dunn (HWC) noted that several utilities are present in the project areas, but only Tipmont (Electric/Fiber Optic) would require further discussion. Below is a list of the major utilities in the project areas:

- A. Water, Sewer, & Storm Sewer – Town of New Richmond
- B. Electric/Fiber Optic – Tipmont REMC
 - Mr. Dunn noted that the only known potential conflict with Tipmont REMC was a power pole located at 113 S. Wabash Street. The Contractor will need to coordinate with Tipmont REMC prior to beginning work in the area as stated in the drawings.
- C. Telephone/Fiber Optic – TDS Telecom
 - Mr. Dunn noted that there are two project areas that may be in conflict with existing underground fiber lines. Those areas are noted on the drawings and the Contractor will need to coordinate with TDS Telecom prior to beginning work in those areas as stated in the drawings.

5. Paperwork and Submittals

- A. Status of Contract Documents: Contract documents have been prepared and are ready for execution by Contractor. Notice to Proceed to be issued following fully executed contract documents.
- B. Conformed set of plans and specifications to Contractor. Keegan (HWC) noted that the conformed plans and specifications were sent to the Contractor.
- C. Construction Schedule – Contractor to provide prior to mobilization.
 - Andrew Graves stated that they tentatively plan to begin construction in November.

- D. Shop Drawing Submittals
 - Submit electronically (PDF) via email.

6. Project Dates

- A. Notice to Proceed will be provided upon receipt of OCRA Release of Funds.
- B. Substantial & Final Completion Dates:
 - Substantial Completion: 250 days from NTP
 - Final Completion: 280 days from NTP
- C. Liquidated Damages:
 - i. \$1,000/day for delay in achieving Substantial Completion
 - ii. \$500/day for delay in achieving Final Completion

7. Major Subcontractors

- A. Peerless Midwest – Well Driller
 - B. Electric Plus – Electrical
 - C. K&K – Fence
 - D. Toric Engineering – I & C
- Andrew Graves states that a comprehensive subcontractor list will be provided.

8. Construction Observation

- A. HWC to provide onsite inspection. The Resident Project Representative (RPR) is still to be determined.
- B. Chain of Command – all requests, questions, etc. from the contractor shall generally be routed through the on-site inspector first and then to the Project Manager, Keegan Dunn, as needed.
- C. Contractor to provide advance notification of work schedule changes to the inspector and Town Staff.

9. Contractor Supervision/Contact List

Mr. Cory Shonk will likely be the field superintendent and the primary contact on-site. Phone number – (812-381-1641).

10. Operational Disruptions

- A. Any operational disruptions to the Town's system will need to be coordinated w/HWC Inspector and Owner (48 Hours Notification minimum). Mr. Earl Heide is the Town's Utility Superintendent and will be the Town's primary contact during construction.

11. Testing

- A. The Contractor will be responsible for all testing.
- B. Pre/Post-Construction photos and/or videos of work area – Submission required prior to any excavation activities.
 - Andrew Graves asked if a representative from HWC needed to be present for the preconstruction photos/video. Mr. Dunn stated that this would not be necessary.

12. Applications for Payment

- A. Form to use – EJCDC preferred. Contractor to submit detailed schedule of values for review prior to 1st pay app.
- B. Retainage – 5% for the duration of the project
- C. Review with inspector prior to submission at monthly progress meeting

13. Progress Meetings

- A. It was determined that the date and time for monthly progress meetings will be decided once a construction schedule is provided by the Contractor.

14. Change Orders

- A. CO Approval (SRF Requirements)
 - After bidding, Tipmont REMC communicated with HWC's electrical designer (Sims-Durkin) that they could install the service line to the well building. Mr. Dunn stated there will likely be a change order (CO#1) to remove the underground electric service to the well building from the project scope.
 - SRF to be notified of any change orders.
- B. Field Orders/Work Change Directives
 - Mr. Dunn stated that HWC will work with the Town as necessary to maintain construction progress as much as possible. If any field order/WCDs are issued, a change order will be required at a later date to adjust the contract price and/or time as necessary.

15. Questions/Issues

- A. Tipmont later provided insight regarding electrical service to the well building noting that an overhead line instead of underground would be of negligible cost. The new meter required would be waived and would still be 400 AMP / 3 Phase. A higher amperage (CT) would likely require an additional \$5k cost over a typical "self-containment".
- Keegan (HWC) noted that he will discuss with Sims (Electrical Subcontractor).

This is my interpretation of the items discussed. If any of the attendees have any revisions or additions, please submit them to the preparer in writing.

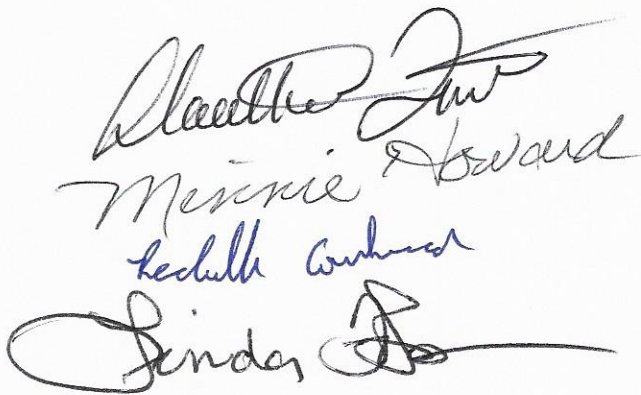
Respectfully submitted,



Keegan Dunn, P.E.
Project Manager

Attachments:

Meeting Sign-In Sheet
OCRA Pre-Construction Conference Guide
SRF Pre-Construction Memorandum





135 N. Pennsylvania Street, Suite 2800
 Indianapolis, IN 46204
 hwcengineering.com

Town of New Richmond, Indiana
 Water System Improvements Project
 Pre-Construction Meeting Sign-In
 September 5, 2023 at 2:00 PM (EST)

Name	Company/Affiliation	Phone Number	Email Address
1 <i>Clayton Burr</i>	Clerk-Treasurer	765-339-4507	clerk@nrtown.com
2 <i>Maria Zboron</i>	Council President	765-307-0619	
3 <i>Clay Burr</i>	BUSSE Exc	765 366-6054	busseexcavating@yahoo.com
4 <i>PETER BURR</i>	TIPMANT REMC	320-455-7576	pburr@tipmant.com
5 <i>Andrew Jewell</i>	Jewell Consulting	812-878-0826	jewellconsulting@outlook.com
6 <i>Andrew Graves</i>	Graves Construction	812-659-3138	Andrew@gravesinc.net
7 <i>Alec Fan, PE</i>	HWC Engineering	812-239-1686	afan@hwcengineering.com
8 <i>Keegan Duan</i>	HWC Engineering	317-525-3929	keegan@hwcengineering.com
9 <i>Sebadiah C. Lind</i>	2024 town Council	765-899-5853	jeb5632@gmail.com
10 <i>Earl Heise</i>	Town of New Richmond	765-918-6876	earlheise@yahoo.com
11 <i>Denny Bonebrake</i>	TDS	765-366-0652	dennis.Bonebrake@TDS Telecom
12 <i>Jacob Jones</i>	TDS	765 376-3018	Jacob.Jones@TDS Telecom.NC
13 <i>Eric Smith Coal-in</i>	HWC Engineering		esmith@hwcengineering.com
14 <i>Brandy Rodriguez</i>	Coal-in SKF		

