



City of Seven Hills

Engineering Department

Pre-Construction Meeting Minutes of Tuesday, April, 17, 2018 @ 2:00pm

(Held at the City Hall at 7325 Summitview Drive, Council Caucus Room)

Project: **Hemlock Creek Watershed Utility Improvement Project**

Owner : City of Seven Hills

Design Engineer: CT Consultants, 3875 Embassy Parkway, Suite 200, Akron, OH 44333
Contact: Robert McNutt, P.E.; Phone: (330) 375-0800

Owner's Rep. for CA/CM: Richard L. Bowen + Associates, Inc., 13000 Shaker Blvd., Cleveland, OH 44120

Project Start Date: **Pre-Construction video recording anticipated week of April 23rd. Initial construction signage will be installed after May 1st. Actual construction is anticipated to commence on May 14th.**

City Inspector -or- Representative Inspector: **Solar Testing Laboratories, Inc.**

Contractor: Fabrizi Trucking & Paving Co., Inc., 20389 First Avenue, Middleburg Heights, OH 44130

Pavement Contractor: **Flex-Tech Resources, LTD. for the full-depth reclamation; Asphalt Pavement Contractor to be determined.**

Meeting Agenda Issued on: April 11, 2018

Meeting Minutes Issued on: **April 20, 2018**

1. INTRODUCTIONS

- a.) Attendance sheet and contact Information attached. **See attached signed attendance sheet.**

2. SCOPE OF WORK

- a.) Construction of Improvements: (see the attached Location Map)
Sanitary sewer installation (gravity and force main sewers), lift station installation, water main replacement, storm sewer installation & replacement, and pavement resurfacing improvements in accordance with the approved Site Plan Drawings for the proposed Hemlock Creek Watershed Utility Improvement Project and in accordance with the ordinances, regulations, and specifications of the City, currently in effect.

Pre-Construction video recording documentation shall immediately occur before any work commences.
Pre-Construction video recording commencement anticipated week of April 23rd

3. CONTRACT DOCUMENTS

- a.) Signed Contract Documents to be provided to the Contractor at the Pre-Construction Meeting
b.) Four (4) set of approved plans previously given to Contractor on April 10, 2018
An 11"x17" PDF file version of the approved contract plans will be e-mailed to Contractor.

4. ADMINISTRATION / INSPECTOR / CONTRACTOR

- a.) City Authority: **City Engineer or Assistant City Engineer**
- b.) Contractor: **Fabrizi Trucking & Paving Co., Inc.**
 1. Foreman: Frank Colangelo, Fabrizio Trucking & Paving Co., Inc.
 2. Superintendent: Tony Riggi, Fabrizio Trucking & Paving Co., Inc.
 3. Project Manager: Dave Maschmeier, Fabrizio Trucking & Paving Co., Inc.
- c.) Field Inspector: Karen McKinney, Solar Testing Laboratories, Inc.
- d.) Subcontractor(s) – The General Contractor (Fabrizi Trucking & Paving Co., Inc.) is responsible. Subcontractors are required to be licensed, bonded, and registered (CURRENT) with the City of Seven Hills Building Department.

Other potential Subcontractors:

1. Flex-Tech Resources, LTD. for the full-depth reclamation
2. Asphalt Pavement Contractor to be determined
3. Additional “TBD” if and as necessary

Communication Link: Contractor through Inspector to City Engineering Department and vice versa.

Scheduling Inspection: At least 24 hours in advance to terminate any scheduled daily inspection.

NOTE: A four (4) hour minimum charge will be incurred for all hourly inspections. Rate \$50.00/hour plus mileage based upon the current Federal Standard Mileage Rate (**54.5** cents per mile), overtime at time and a half (*the current inspection rate for the Seven Hills after eight (8) hours and on Saturdays is Seventy-Five Dollars (\$75.00) per hour per inspector*).

5. SCHEDULE, NOTIFICATION, WORKING HOURS

- a.) Provide a detailed project schedule. **Contractor will be e-mailing the Engineering Department with a complete construction schedule including the construction sequence of streets that will be worked on.**
- b.) All Right-of-Way areas and “off-site” areas (Shady Lane / Forest Overlook Drive private properties) affected by this work shall be video recorded before starting any work which includes Broadview Road at the Twilight Drive, Nemet Drive, and Cherry Lane intersections. Forest Overlook Drive cul-de-sac shall also, be video documented. Provide a DVD copy to the City Engineer’s office (7325 Summitview Drive, Seven Hills, OH).
- c.) Construction Notices on Fabrizio Trucking & Paving Co., Inc. company letterhead shall be delivered to all property owners at least four (4) days prior to work being performed on the specific street. The Engineering Department shall review & approve the draft version of the Construction Notice before it is finalized and delivered.
- d.) Stay off other properties. Keep mud/or dust to a minimum. Follow the plans for Storm Water Pollution Prevention / Erosion and Sediment Controls (inlet protection installed and maintained at all times). All homeowners along a main-line installation (water main) shall be given 48 hours written notice of utility shut-off (i.e. water main), submit copy to City.
- e.) Provide safety forces with written notification of start of construction, include emergency contact information. The City Engineering Department shall distribute the information to City Police and Fire along with a copy of the meeting minutes.

f.) Working hours:

All work shall be performed between the hours of 7:30a.m. to 6:00p.m. Monday thru Saturday and shall be in conformance with the City's Noise Ordinance (per Section 509.09 found in the City of Seven Hills Codified Ordinances). No Sunday work is permitted in the City. **Contractor will be formally requesting a 7:00am start time variance for Mayor/Safety Director approval.**

5. CHANGES / EXTRA WORK

Follow plans and specifications. Notification of any 'change' to the City in a timely manner, advise inspector, immediately. Address design change to City Engineer in writing, and inspector must be informed. Inspector cannot authorize changes.

6. MONTHLY PROGRESS PAYMENTS

Monthly disbursement of funds shall be made only upon certification by the Contractor (will be approved by the City Engineer). Certified payroll reports shall be attached to all requests for payment on a monthly basis.

NOTE: The City Inspector and Contractor shall agree and sign-off (by initialing the inspector's reports) to daily performed quantities. The signed-off, by both parties, quantities will be the FINAL acceptable quantities for Contractor invoicing.

7. SHOP DRAWINGS AND MATERIAL CERTIFICATIONS

- No slag will be accepted. Limestone only. City agrees that 304 recycled concrete can be used, provided that a recent (within last 6 months) sample with a testing certification **and Standard Proctor** is submitted to and approved by the City Engineering Department. Visual field verification will be performed by the Inspector.
- Concrete mix design and/or asphalt mix design shall be submitted to and approved by the City Engineer prior to installation. Provide a list of material suppliers.
- All pavement mixes and material shall consist of virgin material only.
- Also provide information on castings, manholes/catch basins structures, pipe and conduits, etc. **City Engineer shall review and approve all shop drawing submittals for compliance with the Improvement Plans and then submit the reviewed/approved shop drawings to the Contractor.**

8. SAFETY

- Safety is the responsibility of the Contractor. Maintain safe site conditions including all open excavations and material storage; use only OSHA approved methods and devices. No open excavations shall be left overnight and/or over the weekend. The Contractor shall provide on-site temporary maintenance of traffic items per plans and ODOT requirements.
- The Contractor shall provide on-site temporary sanitary facilities during construction and have the facility regularly maintained and cleaned. The Engineering Department will approve the location of said facility.
- Work Zone safety shall be adhered to all times. Maintain thru traffic at all times and minimize lane closures. If a street closure is anticipated (for more than 4 hours), Contractor shall make a formal request to the Engineering Department at least 24 in advance.

9. MISCELLANEOUS

- OPWC Project Sign – Location to be determined by City and Contractor. **Sign content with City Officials names will be provided to Contractor. Location of sign tentatively to be along Broadview Road or Hillside Road.**
- As-Built drawings of utilities are required at the completion of Project.
- Cut sheets will not be reviewed by the City. **The LINE & GRADE IS THE RESPONSIBILITY OF THE CONTRACTOR.**
- Any and all clogging and/or damage to the City’s storm drainage system caused by siltation from storm drainage run-off from this project shall be corrected at the sole expense of the Contractor of this project.
- It is the responsibility of the Contractor to see that all sanitary sewer and water service laterals are clearly staked and located for future reference (witness stakes). The improvements shall be in accordance with the approved plan set.
- All sewers 36” Dia. and under (Storm and Sanitary) shall be filmed. Provide a DVD copy to our office. All sewer film and testing results shall be submitted to and reviewed by the City’s Engineering Department prior to final acceptance. Other requirements of the City of Seven Hills Department may be necessary.
- Keep City streets clean and undamaged. Contractor is responsible for repair and maintenance of City Property caused by his negligence.
- Please respect adjacent property owners’ personal property AT ALL TIMES.
- **GARBAGE DAYS FOR RESIDENTIAL PICK-UP:**
WEDNESDAY of each week (for the entire Project area)

Any questions and/or issues that should arise during paving operations can be directed to **Waste Management** at (440) 226-6321 (Vince Crawford, e-mail: vcrawford@wm.com)

10. OTHER

- Staging Area – Has this location(s) been determined yet? **Likely will “string pipe” in front of all properties, equipment storage will further be discussed.**
- Construction Sequencing – **Construction will begin at Forest Overlook Dr. to Shady Ln., then Seven Hills Blvd., streets off of Seven Hills Blvd. will then be performed. Oak Ln. may occur at same time of Forest Overlook Dr. tie-in. Full sequencing construction schedule to be submitted by Contractor.**
- Temporary mailboxes – To be installed.
- Truck Routes – **Fully loaded trucks: Broadview Road and Hillside Road only; “emptied” trucks ONLY can traverse Twilight Dr., Nemet Dr., and Cherry Ln. but kept to a minimum if possible.**
- School bus routing and safety – treat all buses as emergency vehicles.
- Utility relocations (if necessary) – Will Fabrizi be performing or will CEI be performing? **Contractor provided CEI contact and past CEI (w/ John M. Zassick) correspondence.**
- **7171 Seven Hills Boulevard** – See special conditions under “Exhibit A” found in Contract documents.
- Contractor shall make contact and plan to meet with the residents of **3051 Shady Lane, 3075 Shady Lane, 3210 Forest Overlook Drive and 3200 Forest Overlook Drive** well before entering the properties. The Engineering Department to provide names and contact numbers and will be available to attend meetings with these property owners. **City Engineer to contact residents at these addresses to set-up an on-site introductory meeting with Contractor as soon as possible.**

The pre-construction meeting for the Hemlock Creek Watershed Utility Improvement concluded at 3:07 PM.

City of Seven Hills Engineering Department

HEMLOCK CREEK WATERSHED UTILITY IMPROVEMENTS

<u>NAME</u>	<u>COMPANY/AGENCY</u>	<u>PHONE</u>	<u>FACSIMILE</u>
Daniel J. Collins, P.E.	City of Seven Hills / RLB+A	216-525-6258	216-525-6278
Mark A. Schmitzer, P.E.	City of Seven Hills / RLB+A	216-525-6258	216-525-6278
Stewart Lovece, P.E., P.S.	City of Seven Hills	216-524-4421	216-525-6278
Sue Oyster	City of Seven Hills	216-525-6258	216-525-6278

EMERGENCY: 911

CONTRACTOR 24-HR EMERGENCY CONTACTS / NUMBERS:

Fabrizi Trucking & Paving Co., Inc. Office: 440-973-4929

Frank Colangelo, Project Foreman

Tony Riggi, Project Superintendent

Dave Maschmeier, Project Manager

Seven Hills Police Department – NON-EMERGENCY: 216-524-3911

Seven Hills Fire Department – NON EMERGENCY: 216-524-332

Seven Hills Service Department: 216-524-4421 (Stewart Lovece, Service Director)

Seven Hills Safety Director: 216-524-4421 (Richard Dell’ Aquila, Mayor / Safety Director)

Additional Contacts:

Inspection Laboratory: Solar Testing Laboratories, Inc.

Scheduling: 216-741-7007

City of Seven Hills Engineering and Service Departments:

Daniel J. Collins, P.E., City Engineer: 216-525-6258, e-mail: dcollins@rlba.com

Mark A. Schmitzer, P.E., Assistant City Engineer: 216-525-6258, e-mail: mschmitzer@rlba.com

Sue Oyster, Engineering and Service Department Administrative Assistant: 216-525-6258

Cc: All Attendees - listing attached, City of Seven Hills Police Department, City of Seven Hills Fire Department, City of Seven Hills Service Department, Parma City Schools, Waste Management, File

Attachment (2 – Attendees Sign-In Sheet and Location Map of the Hemlock Creek Watershed Utility Improvement)



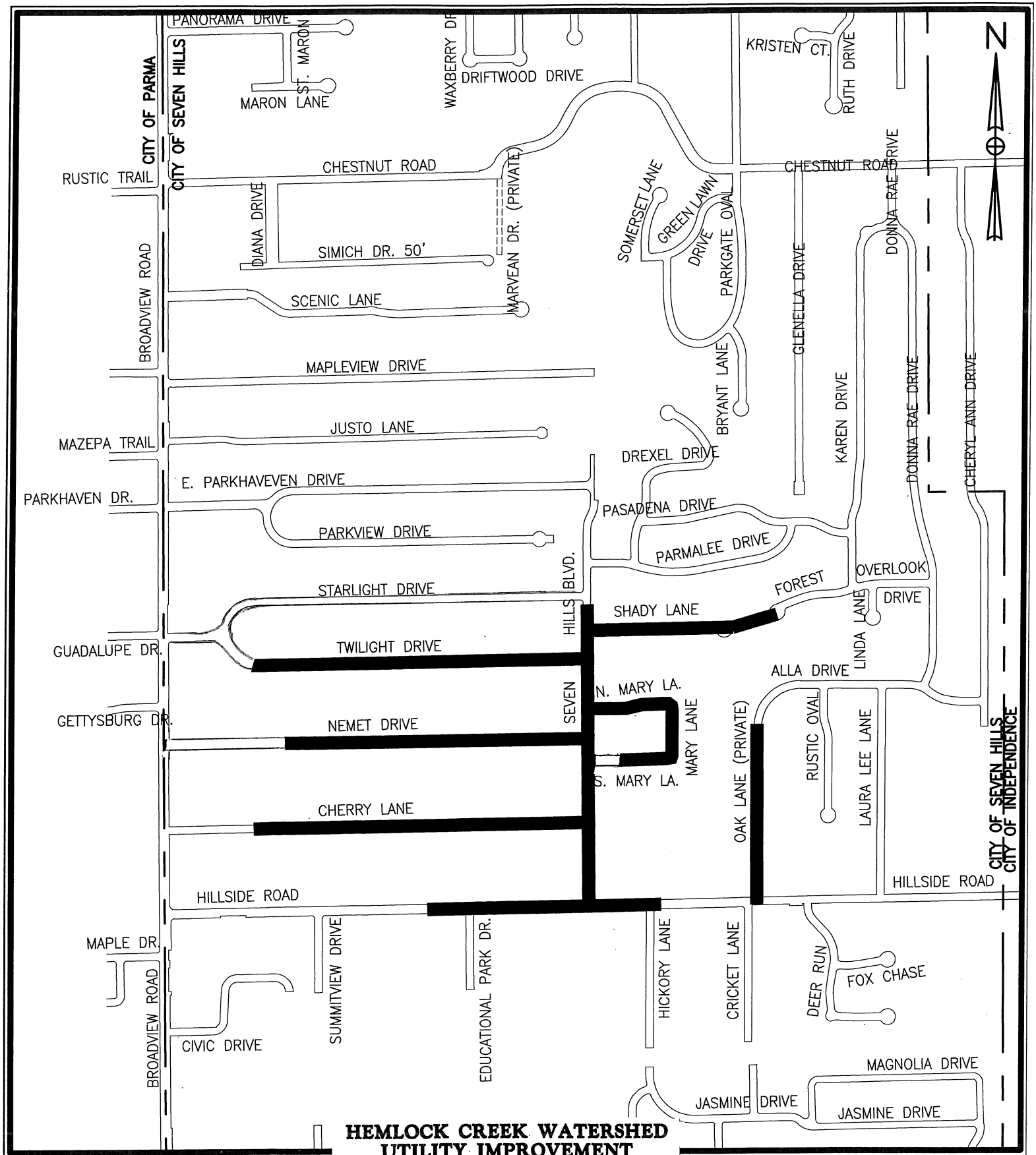
Engineering Department

Pre-Construction Meeting Sign-In Sheet – Tuesday, April 17, 2018 @ 2:00pm
(Held at the City Hall at 7325 Summitview Drive, Council Caucus Room)

Hemlock Creek Watershed Utility Improvement Project

ATTENDEES SIGN-IN SHEET

NAME	COMPANY/ ORGANIZATION	TITLE	PHONE	E-MAIL ADDRESS
DANIEL COLLINS	Engineering Dept.	City Engineer	216-525-6258	dcollins@rlba.com
Tony Riggi	Fabrizi	Contractor	440-973-4929	tony@Fabrizi-inc.com
DAVE MASHMEIER	FABRIZI	" "	216-870-1039	dave@Fabrizi-inc.com
Karen McKinney	Solar	Inspector	216-513-1704	Kem@STL.com
Mike Kay	SOLAR	Pres	216-741-7007	
GEORGE BRKICH, Jr	SOLAR	BIR MKT.	216-741-7007	GBJ@STL10.COM
MARK SCHMITZER	ENG. DEPT.	ASST. CITY ENGINEER	216-525-6258	mschmitzer@rlba.com
Brittany Jablonski	Eng. dept	design engineer		bjablonski@rlba.com



LOCATION MAP

APPROX. SCALE: 1" = 1000'