



Building a Better World  
for All of Us®

## PRECONSTRUCTION CONFERENCE MINUTES

RE: Madison and Ballantyne Lakes Wastewater  
Collection System Project  
Lake Washington Sanitary District

Date of Meeting: February 25, 2014

Project Manager: Charles J. Vermeersch, PE

Time of Meeting: 10:00 a.m.

SEH No.: LWSSD 115377 14.00

Location of Meeting: Mankato Regional Airport

The following items are to be discussed at the above referenced meeting:

- I. Introductions
  
- II. Project Schedule
  - A. Status of Contracts – Contracts are signed
  - B. Notice to Proceed – has been issued
  - C. Start Date – weather dependent
  - D. Weekly Work Schedule/Daily Work Schedule – see item V below
  - E. Status of Permits
    1. MPCA Sewer Extension - received
    2. NPDES Stormwater Permit for Construction – Contractor to file online
    3. MDH Project-wide variance for use of HDPE - received
    4. MnDOT ROW Permit – received
    5. Blue Earth County ROW Permit - received
    6. City of Madison Lake ROW Permit – we believe it will be issued the week of March 2, 2014
    7. DNR License to cross Public Waters (6) – in progress, have been given permission to proceed
    8. DNR License to cross Public Lands (1) – in progress,
    9. USACE Wetland Permitting – non-reporting
  - F. Easements
    1. Easements for mainline forcemain have all been obtained
    2. Construction easements and shared service line easements still in progress
  
- III. Completion Dates
  - A. Substantial Completion: November 21, 2014 – per contract
  - B. Final Completion: June 30, 2015 – per contract
  
- IV. Construction Staking and Control
  - A. 48-hour Notice – Coordinate through Al Hahn (SEH RPR)
  - B. Protect Stakes and Survey Control
  
- V. Work Schedule/Sequence
  - A. As submitted by contractor – reviewed at precon – revised as needed
    1. Contractor would like to begin with water crossings but start date will be weather dependent. Can work down to about 25 degrees, but may need to wait until snow melts.

2. Other than water crossings, would propose to start with phase 1 Area within City of Madison Lake and connecting to regional lift station. (see project area phasing diagram)
  - B. Schedule of Submittals
    1. Submittals to follow over the coming days **prior to starting work**
- VI. Progress Meetings/Project Updates/Schedule Updates
- A. Weekly progress meetings – location to be determined
  - B. Project update letters
    1. Twice monthly at minimum
    2. Weekly for most of the project
    3. Posted on Project web page
  - C. Schedule updated with submission of each pay request at minimum
    1. Per contract: pay request will not be processed without submission of updated project schedule
- VII. Utility Company Comments
- A. Utility companies requested plans – FTP site provided to attendees 2/26/14
  - B. Will need to locate all the way to the house
  - C. Will still need to file locate tickets
  - D. Ellingson is concerned about adequate locating staff – would prefer to have a locator dedicated to the project.
- VIII. MnDOT Comments
- A. Traffic Control/Work within ROW
    1. Ellingson has submitted TC plan to MnDOT
- IX. Blue Earth County Comments
- A. Traffic Control/Work within ROW
    1. Ellingson has submitted TC plan to Blue Earth County
  - B. Work at Bray Park
    1. Park Superintendent not present – will arrange meeting with him prior to any work within the park.
  - C. Need to provide County Environmental Services department with service line pressure testing documentation and tank abandonment verification forms. Can be submitted all at once at the end of the project. **With pressure testing well separation to pressure service line needs to be at least 20 feet from edge of well to edge of pipe. No variances will be granted.**
- X. City of Madison Lake Comments – City representatives not in attendance. Will arrange separate meeting with City at a later date to coordinate with their two projects.
- A. Traffic Control/Work within ROW
  - B. Bypass Pumping for Regional LS Coating
  - C. Coordination with City Projects
  - D. Other
- XI. City of Mankato Comments – Jim Bruender will want to be notified of when bypass pumping is proposed and will want to review setup before beginning bypass.
- A. Interconnect Agreement – to be modified
  - B. Metering tie into City SCADA – by City's control contractor
  - C. Sampling equipment - by City
  - D. Initiation of flow – Notify Jim Bruender prior to connecting any homes.

- XII. Traffic Control/Detours – no detours are proposed for the project. 7<sup>th</sup> Street will need to be blocked off between Spruce Avenue and CSAH 187 during bypass pumping and regional lift station recoating operations.
  
- XIII. Safety is Contractor Responsibility – Contacts were provided by Ellingson
  - A. Competent Person on Site
  - B. Safety Officer - Name and Phone Number
  - C. 24-hour Emergency Contact Person
  
- XIV. Erosion Control BMPs & SWPPP
  - A. Contractor's SWPPP Inspector – information was provided by Ellingson
    - 1. Name
    - 2. Phone Number
    - 3. Certification
    - 4. Expiration
  - B. Inlet Covers or Protection Before Removals Begin
  
- XV. Construction Notes
  - A. Construction Access Routes – protect all streets
  - B. Materials on Site – Contractor still seeking material staging areas
  - C. Garbage Collection – not believed to be an issue, but if it becomes one, it will be the contractor's responsibility to accommodate.
  - D. Mail Delivery - not believed to be an issue, but if it becomes one, it will be the contractor's responsibility to accommodate.
  - E. Cleanup and Finishing Work
  
- XVI. Payment Requests
  - A. Monthly – include revised project schedule
    - 1. Cutoff date for quantities is month end
    - 2. Submit request to RPR minimum 7 days before 1<sup>st</sup> monthly board meeting.
  - B. Board meets second and fourth Mondays
  
- XVII. Change Orders - Requests Submitted Within 30 Days of Event
  
- XVIII. Testing and Documentation
  - A. Pressure Testing – mainline and services
    - 1. Mainline by SEH
    - 2. Service lines by Schwickerts
    - 3. Maintain documentation – submit to BEC ES
  - B. Septic tank abandonment
    - 1. Maintain documentation – submit to BEC ES
  - C. EONE training session requirements
    - 1. Scheduled for April 3, 2014
    - 2. All personnel who will be installing or wiring grinder stations must attend
    - 3. Scott Swenson will provide details as date approaches

XIX. Records

- A. See General Conditions paragraph 6.12 – contractor to provide documentation as specified
- B. 01 77 00 Closeout Procedures

XX. Lake Washington Sanitary District Comments

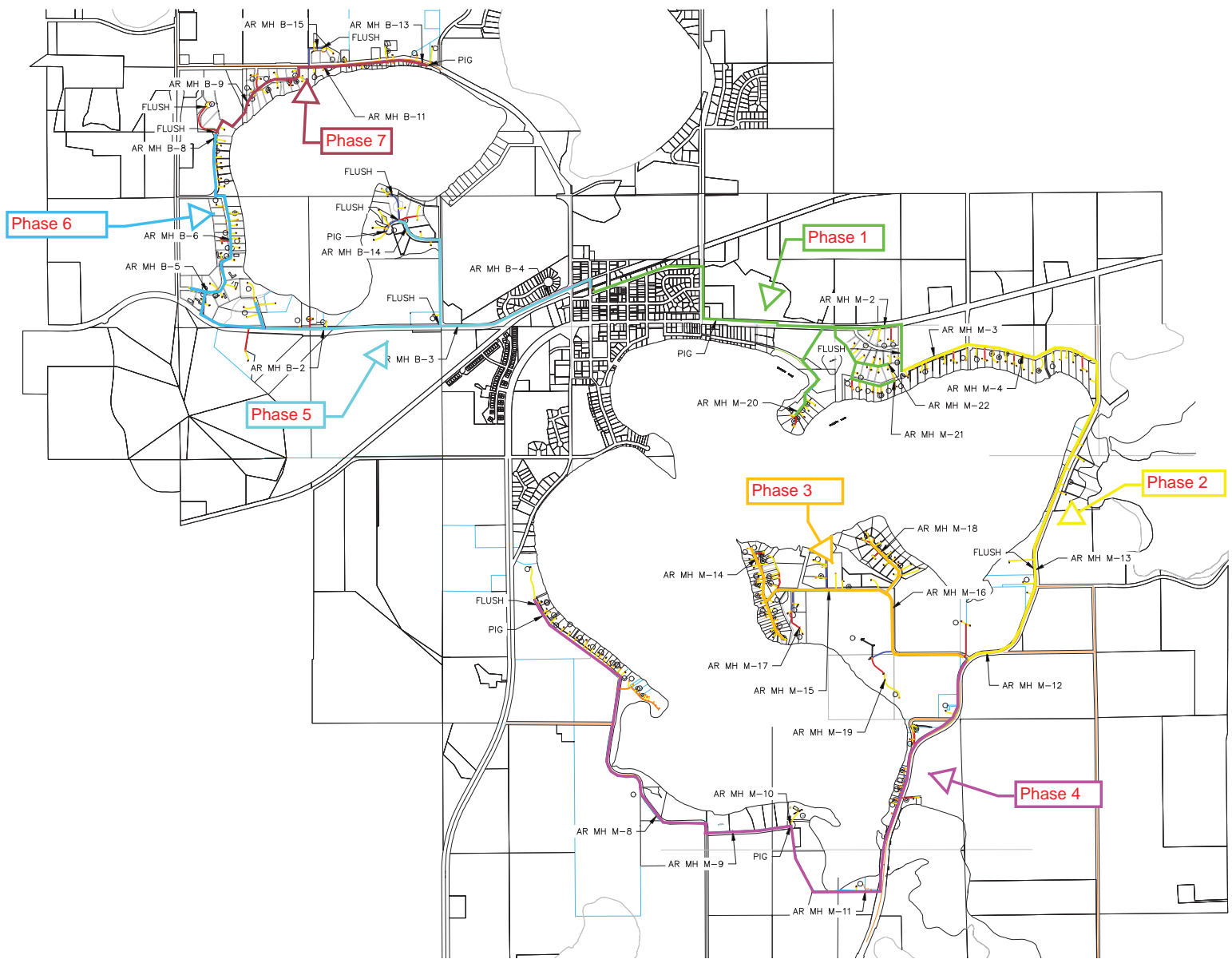
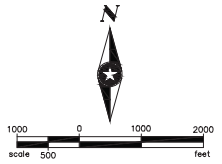
- A. **A quality project in all aspects is of the utmost importance.**
- B. **Accurate as-builts**
- C. **Photographic documentation of work before it is covered – see contract requirements.**
- D. **Will provide SEH and Schwickerts construction services agreements with LWSD to contractor to clarify roles and responsibilities**

XXI. Township Comments

- A. Jamestown will be sealcoating (overlying?) Kopps Drive after work there is complete.
- B. LeRay plans to rebuild Lakeview Road after project (full depth recycle - 2016?)
  - 1. Road is normally 7-ton/5-ton during road restrictions
  - 2. Existing road is in poor condition – portions disturbed as part of the project need serviceable patches until reconstruction occurs.

XXII. Other

- A. Discussed electric services for grinder stations
- B. Ellingson's electric subcontractor was present
- C. Need to verify services are being provided in time so grinder station installations are not delayed



P:\V01\WSSD\115377\5-Design\51-Drawings\10-Civil\csw\jdw\jdw\m115377 SL 2.dwg 10/2/2013 10:49 AM mdrin

DRAWN BY:	RVL/JRK				
DESIGNER:	RBJ				
CHECKED BY:	CJV				
DESIGN TEAM		NO.	BY	DATE	REVISIONS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Randy B. Jenniges*  
 Randy B. Jenniges, P.E.  
 Lic. No. 42324  
 Date: 09/23/13



<b>LAKE WASHINGTON          SANITARY SEWER          DISTRICT</b>	<b>SHEET LAYOUT</b> AR RELEASE, FLUSHING CONNECTIONS	FILE NO. LWSSD115377
	<b>9</b> 142	



# Tentative Project Schedule - Ballantyne & Madison Lakes Wastewater Collection

