



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

ORLANDO CONSTRUCTION OFFICE
133 S. SEMORAN BLVD.
ORLANDO, FLORIDA 32807

STEPHANIE KOPELOUSOS
SECRETARY

November 2, 2009

Mr. Frank O'Dea
719 S. Woodland Blvd., MS 506
DeLand, FL 32720

Re: **Notice of Pre-Construction Conference Minutes**

SR 526 from Mills Ave. to East of Primrose Dr.

Financial Project No. : 422005-1-52-01

Federal Job No's. : N/A

Contract No. : T5308

State Road No. : 526

County : Orange

Dear Mr. O'Dea,

Attached are the pre-construction conference minutes for the above referenced project. The meeting was held on October 27, 2009 in the Lake Monroe Conference Room, Florida Department of Transportation at 133 S. Semoran Boulevard, Orlando, Florida 32807.

Sincerely,

A handwritten signature in black ink that reads "Wilkes Kemp".

Wilkes Kemp



Preconstruction Conference Minutes
Robinson Street Milling and Resurfacing of all lanes
Contract No. T-5308
FM No. 422005-1-52-01
October 27, 2009 1:00 PM Orlando Construction Offices, Lake Monroe Room

1. Introductions (Note: This meeting is being recorded)

- Name, Company;
- Please make sure that everyone has signed the attendance list. Sign in list attached

2. Description of Project

- This project consists of milling and resurfacing of all lanes of SR-526 (Robinson St) from SR-15 (Mills Ave) to east of Primrose Dr, upgrading curb cut ramps, installation of signing and pavement markers, and signalization/pedestrian upgrades.

Contractor: Hubbard Construction Company
Total Contract Amount \$ 746,808.33
Contract Calendar Days 90 Days

3. Important Dates

- Project Award September 15, 2009
- Execution September 28, 2009
- Notice to Proceed October 28, 2009
- First Chargeable Contract Day will be November 11, 2009
- Contractor's anticipated start date Nov, 9, 2009

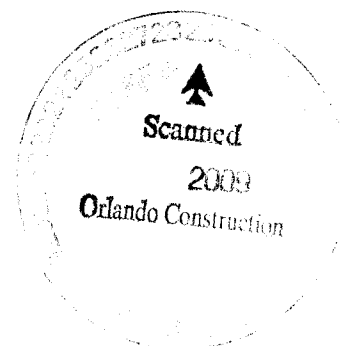
4. Delineation of Lines of Authority

FDOT

- | | | |
|--------------------------------------|--------------------|---------------------|
| • Resident Engineer- John Hatfield | Phone 407-482-7821 | |
| • Project Manager- Bert Woerner | Phone 407-482-7829 | Cell (321)-229-5737 |
| • Project Administrator- Wilkes Kemp | Phone 407-482-7836 | Cell (321)-229-8213 |
| • Inspector(s)-Frank Umont | Phone 407-482-7823 | Cell (407) 832-1701 |
| • Office Specialist- Valerie Lentz | Phone 407-482-7848 | Cell N/A |

Contractor

- Project Manager- Jeff Hansen (c:407-832-1283)
- Superintendent-TBA
- QC Manager-Carl Moorefield (407-947-2416)
- Emergency Phone Numbers- See attached



Issue Escalation/Communication Matrix

Max. Time Hours/Days	FDOT Construction	Designer	Contractor
1 Day	Inspector	E.O.R Bill Biggs	Forman
1-2 Days	Project Administrator Wilkes Kemp	E.O.R Bill Biggs	Superintendant
2-5 Days	Project Manager Bert Woerner	E.O.R Bill Biggs	Project Manager Jeff Hansen
5-7 Days	Resident Engineer John Hatfield	E.O.R Bill Biggs	

5. Utilities

- Utility company comments

AT&T- A representative was not present at the meeting and sent the following as an e-mail response: 2 manholes need to be adjusted and AT&T will be getting in touch with Hubbard to negotiate a price and coordinate the adjustments.

City of Orlando Waste Water- A sewer point repair at Hillside and Robinson Street is needed. The permit has been submitted to Orlando construction's permits department and pending its approval, would like to do the work the evening of Nov. 9,2009. This date is close to the beginning of construction so communication between utility and contractor is important.

Brighthouse- Brighthouse has facilities on the overhead poles but relocations need to be done. An emergency number for night time operations was given to the contractor by the utility representative.

TECO- TECO did not have a representative present at the meeting but sent an e-mail response stating that all activities necessary prior to construction have been completed.

OUC water- No representative from this utility was present. Gerges Ishak was informed that the relocations will be completed by the first of November but many valve box adjustments will need to be made during the construction operations. An additional meeting is being set up with OUC water, the contractor, and DOT representatives to discuss the adjustments needed. This meeting is to be determined.

- Resident Utility Coordinator comments, Gerges Ishak

6. Minority Programs by Kim Jones , Resident Compliance Officer

- EEO Requirements; No federal Funds on this contract-An anticipated DBE statement is needed before work begins.
- Labor Interview Requirements; This is not needed for this contract.
- EEO Meeting. If needed.
- Beginning with Projects Let 2005; submit Form 700-011-13 on a monthly basis the Friday prior to monthly estimate cut-off (See form for instructions).- This is not needed for this contract.

7. Errors or Omissions in the Plans

- Comments from EOR of the signalization plans: The existing fiber optic conduit under controller cabinet could not be located on the eastern end of the job.
 - The Prime contractor has no comment at this time.

8. Specification 8-5

- Prior to approving a consultant for Contractor Quality Control, the Contractor shall submit to the Department a Certificate from the proposed consultant certifying that no conflict of interest exists.

9. Maintenance of Traffic (plans review and discussion)

- Lane Closure Restrictions- Lane closure will not be allowed between 6:00AM and 6:30PM
- One lane of traffic in each direction must be maintained open at all times. (Note #3, sheet no.8)
- The contractor shall maintain passenger access to and from the bus stops during construction. (note #12, sheet no.8)
- Throughout project limits, pedestrian and wheelchair traffic will be maintained on at least one side of the project at all times. Travel path shall be minimum of 4ft wide, smooth but not slick with a waterproof surface that is ramped as necessary for continuity. (note#14, sheet no.8)
- Certified Maintenance of Traffic (MOT) Review Report (DOT Form 700-010-08) due on a weekly basis. See Supplemental Specifications 102-3.2 for more details;
- Name of certified worksite supervisor, certification, 24 hour contact information; in accordance with specification 102 & 105-5.3. <http://www.dot.state.fl.us/rddesign/mot/MOT.shtm>
- Law Enforcement shall be required at signalized intersections when signals are not in use.

11. 347 Concrete Specification

- As directed in the contractor's QC Plan
- Concrete Mix Design Submittal Process – must be submitted with QC Plan or as an addendum, from the contractor to the PA, from the PA to James Kirkland, M&R will approve and send an e-mail to the PA and producer. For transfer requests use the Contractor Quality Control Concrete Mix Design Issue Form.

13. Asphalt Paving – Kermit Ramdial , Resident Asphalt Specialist (Pre Pave meeting to be determined)

- Asphalt mix designs submitted with Q.C plan.
- Pre-paving Meeting will be scheduled before paving operations begin.
- 48 hours notice given to CEI before any paving will be allowed;
- Asphalt QC Plan approved by the District Bituminous Engineer before paving operation begins.
- The contractor shall protect all grassed areas from discarded asphalt material, and shall remove all discarded asphalt from the job site on a daily basis. (note #5, sheet no.8)

14. Erosion Control and SW Pollution Prevention Plans

- Contractor Certification Forms (DOT Forms 650-040-05 and 650-040-07)
- See contract, page 83 for details on the Storm Water Pollution Prevention Plans;
- Replace rock bags with drainage socks for erosion control. (Note #2, sheet no.6)
- Contractor is required to inspect and maintain controls weekly and within 24 hours after a rainstorm in excess of 0.50 inches. The contractor shall report all inspection findings and corrective actions taken as a result of the inspection. Inspection reports (650-040-03) shall be signed by the contractor and submitted weekly to the engineer at the progress meetings along with the name and certificate number of the person signing this form;
- DEP- disposal of debris: Off-site contractor is liable even with a letter of approval from the property owner.
- Review of Specification 110-9.1 (Contractor required to follow Local, State and Federal Regulations).

15. Signal Installation

- In accordance with 611-5, the Contractor is required to provide a 90 day Warranty/Maintenance Bond prior to final acceptance;
- Contractor to coordinate with the maintaining agency and the department's representative prior to the final inspection.
- Furnish as-built drawings in accordance with 611-2.3 all costs involved with providing as-built plans are incidental to the other items of work associated with traffic signals. Payment for the work associated with traffic signals will be made at 85% of the unit price bid for signal installation. The remaining 15% of the unit price will be made after submittal and acceptance of the As-Built Plans.
- Notify District Traffic Operations (10) working days prior to beginning work on the Traffic Monitoring System.
- Immediately upon completion of the Traffic Monitoring System contact District Traffic Operations (Rubie Frase). Contact Rubie before cutting loops for TMS so ensure that the TMS loops are in a good location.

16. Special Project Requirements

- Provide routing charts for contractor's use;
- Providing the Department Pavement marking readings of reflectivity per the specification.
- When a contract has the Directional Bore pay item the contractor must provide the Department with a boring path report and as-built plans in accordance with 555-6.

18. Subletting Work/Rental Agreements/Purchase Orders/Letters of Entry

- <http://www.dot.state.fl.us/construction/Manuals/cpam/New%20Clean%20Chapters/Chapter5s5.pdf>
- Procedures for subletting (provided in handouts);
- Certification of Sublet Work (DOT Form 700-010-36), submit to District Operations Contracts Office (DOC) Representative.
- Have the certifications been submitted?
- List of subcontractors.-Florida Industrial Electric is signal sub-contractor
- Procedures for Rental Agreements/Purchase Orders/Letters of Entry (DOT Form 700-010-11)

19. Contract Time

- 90 Days
- Automatic work days- if the contractor would like to work on any of these days they must submit a written request to work within 10 days of the automatic suspension days listed in Section 8-6.4 of the Supplemental Specifications. The engineer must approve the request; time will be charged regardless; – The first day of contract time according to the Notice to proceed is a holiday(Nov. 11,2009 Veteran's Day). If you plan on working this day, please submit a request to work per the specifications.
- Weather Days – In accordance with 8-7.3.2 in the Standard Specifications.
- One day of inclement weather = One day of time granted.

20. Dispute Review Board (DRB)

- FDOT Representative;
- Contractor Representative;
- FDOT Representative and Contractor Representative need to be contacted so that they can choose the third DRB member.

22. Construction Schedule / Progress Chart Submittals (Review of 8-3.2 Specifications in your contract)

- CPM schedule Review Submission of a Working Schedule Specification 8-3.2
 - Submit to the engineer within 30 calendar days after execution of the Contract or at the preconstruction conference, whichever is earlier.-The Contractor submitted a schedule but is not cost loaded. The Schedule is rejected at this time.
 - Each schedule activity shall be cost loaded. (2008 specifications)
 - In accordance with 8-3.2.8 As-Built Schedule (2008 Specifications)
 - As a condition for release of any retainage, submittal of an as-built schedule which describes the actual order, start and stop times for all activities by the Contractor is required.
- Night work, Day Work;- contractor plans for all operations to take place at night
- Provide updated schedules at the progress meetings on monthly cutoff dates;
- Provide two-week look ahead schedules at the progress meetings;
- If the time granted by Supplemental Agreement is 15 days or greater a Revised Schedule is required.

23. Controlling Items of Work

- To be given to the Project Administrator every two weeks at the progress meeting or provide a signed two week look ahead (may be optional for some projects with CPM schedule). This is only applicable if cut or fill is added to the contract.

24. Vehicle Registration in Florida (DOT Form 700-010-52)

- Due the first working day of the project.-PENDING

25. Contractor Past Performance Rating (CPPR)

- Discussion of the new CPPR system.-contractor stated that they understand the CPPR procedure.

26. Equipment Specifications

- Place a 2" minimum alphanumeric identification number on both sides of all equipment (other than small tools). Number should sharply contrast with background. This applies to prime and sub-contractor equipment;
- Provide all trucks with numbers and certify that all trucks have a manufacturer's certification or permanent decal showing the trucks capacity rounded to the nearest 1/10th of a CY. Provide a certified list at the Pre-construction Conference.

27. Request for partial payment for stockpiled material

- Request for Payment for Stockpiled Materials (DOT Form 700-010-42) due with the required documentation on the Tuesday before a monthly cut off. – it is likely that the signalization contractor will have a stockpile request.

28. Requested Documentation from Contractor

- The following documentation needs to be submitted:
 - CPM Schedule(s) or work progress schedule as required by the contract-**Rejected not cost loaded**
 - List of subcontractors;- **PENDING**
 - Shop Drawing Schedule of Submittals (w/in 60 days of contract start);-**SIGNAL SUBMITTALS PENDING**
 - Lighting Plan showing the type and location of lights to be used for night work;-**SUBMITTED**
 - Erosion Control Plan submitted and approved by the governing water management agency;-**SUBMITTED**
 - Asphalt QC Plan approved by the District Bituminous Engineer;- **SUBMITTED**
 - Vehicle Registrations (DOT Form 700-010-52);-**PENDING**
 - Maintenance of traffic plans;-**SUBMITTED**
 - Emergency phone list;-**SUBMITTED**
 - ATSSA Worksite Traffic Supervisor name, 24 hr/day phone, certifications;-**SUBMITTED**
 - Letters to local police, fire and ambulance departments nearby the project;-**SUBMITTED**
 - Quality Control Plan.-**CONCRETE NEEDED**
 - List of officer or director within your company that has the authority to bind your company.-**PENDING**
- In accordance with Specification 4-3.2.1, At the Preconstruction conference, certify to the Engineer the following:
 - A listing of on-site clerical staff, supervisory personnel and their pro-rated time assigned to the contract,-**PENDING**
 - Actual Rate for items listed in Table 4-3.2.1,-**PENDING**
 - Existence of employee benefit plan for Holiday, Sick and Vacation benefits and a Retirement Plan-**PENDING**
 - Payment for Per Diem is a company proactive for instances when compensation for Per Diem is requested.
 - Such certification must be made by an officer or director of the Contractor with authority to bind the Contractor. Timely certification is a condition precedent to any right of the Contractor to recover compensations for such costs, and failure to timely submit the certification will constitute a full, complete, absolute and irrevocable waiver by the Contractor of any right to recover such costs. Any subsequent changes shall be certified to the Engineer as part of the cost proposal or seven calendar days in advance of performing such extra work.-**PENDING**

29. Handouts to Contractor-**ALL GIVEN TO CONTRACTOR**

- Contractor's time extension request (DOT Form 700-010-56);
- Controlling Item of Work Plan (DOT Forms 700-010-15);
- CPPR (Discuss Rating Procedures) <http://www.dot.state.fl.us/construction/cppr/CPPRGuidelinesMain.shtm>
- Certification and Request for Payment for Stockpiled Materials (DOT Form 700-010-42);
- Monthly Estimate cut-off dates
- Certification of Disbursement of Previous Payments to Subcontractors (Due Monthly for Estimate)
- Certification Compliance With Equal Employment Opportunity (EEO) (DOT Form 700-011-13);
- Construction Compliance with Specifications and Plans (w/exemption examples) (Due Monthly for Estimate);
- Contractor's Certification of MOT Quantities (log forms) (Due Monthly for Estimate);

- Contractor's Certification of Bituminous Materials (Due Monthly for Estimate);
- Maintenance of Traffic Review Report (DOT Form);
- QA (Quality Assurance) Guidelines (for information only) Located at the following website:
<http://www.dot.state.fl.us/construction/CONSTADM/Guidelist/GuideIndex.shtm> ;
- Procedures for subletting (Certification of Sublet Work – DOT Form 700-010-36).

30. Monthly Estimates

- Cut-Off dates provided to the contractor (provided in handouts);
- Certification of Disbursement of Previous Payments to Subcontractors due monthly for Estimate (provided in handouts);
- Construction Compliance with Specifications and Plans due monthly for Estimate (provided in handouts);
- Contractor's Certification of MOT Quantities (log forms) due monthly for Estimate (provided in handouts);-N/A
- Contractor's Certification of Bituminous Materials due monthly for Estimate (provided in handouts);-use the Lump Sum Bituminous certification

31. Public Information Coordinator

- The Department plans on hiring a Public Information Coordinator part-time to handle issues with the public, area businesses, and lane closure announcements.

32. Progress Meetings

- Agreed upon date, time and location (Progress Meetings will be combined with Utilities Meetings).-Planned for Thursdays, time of the meeting is to be determined.

33. Emergency Evacuation Plan

- In case of a hurricane or other emergency affecting the project, there will need to be a plan to secure the project, list responsibilities, etc.

34. Other

- Discussion of Station boards need to place throughout the project limits;-will be painted on curb
- Discussion of CQC.
- Contractor to discuss any Value Engineering Change Proposal (VECP) process Engineering Change Proposals.
- Discuss actions to be taken if an unpaid bill letter is received by the Department.
- In accordance with 5-12.7 Mandatory Claim Records (2008 Specifications)
 - Once a notice of intent to claim has been timely filed, and not less than weekly thereafter as long as appropriate, provide the Engineer a copy of the Contractor's daily records and be likewise entitled to receive a copy of the Department's daily records.
- In accordance with 5-7.5; prior to final acceptance of the project, mark, in a permanent manner on the surface of the completed work, all horizontal control points originally furnished by the Department.

The Prime Contractor expressed concerns about the space available for the VMS boards on the western end of the project between the sidewalk and the right of way. DOT is going to attempt to locate an acceptable area to place the VMS boards.



October 27, 2009

Wilkes Kemp
FDOT – Orlando
133 S. Semoran Blvd.
Orlando, FL 32807

RE: SR526 from Mills Ave to Primrose Ave
Contract No. T5308

Subject: **EMERGENCY CONTACT LIST**

Dear Mr. Kemp;

The following is an emergency contact list.

- | | |
|--|---|
| (1) Jeff Hansen (Project Manager)
Work Phone: 407 578-9779
Cell Phone: 407 832-1283 | (2) Henry Washington (Operations Manager)
Work Phone: 407 578-9779
Cell Phone: 321 388-2882 |
| (3) Mike Wilson (Construction Manager)
Work Phone: 407 578-9779
Cell Phone: 321 508-6851 | (4) Paul Miller (Construction Manager)
Work Phone: 407 578-9779
Cell Phone: 407 948-2005 |
| (5) Ed DeVincenzo (Division Manager)
Work Phone: 407 578-9779
Cell Phone: 321 231-1015 | |

If you have any questions do not hesitate to call me at 407-832-1283 cell or 158*23*26450 on the Nextel.

Sincerely,
Orlando Paving Company
A Division of Hubbard Construction Company

Jeff Hansen
Project Manager