City of LaPorte, Indiana
Board of Public Works and Safety
Monroe Manor Sewer Separation Project – Phases 1B, 1C & 2

Pre-Construction Meeting Agenda
January 10, 2016 at 1:30 PM

1. Introductions.

2. Distribute sign-in sheet.

3. Pass out Project Plans and Specs

4. Project Description:

   A. This project consists of the furnishing of all equipment, labor and materials for the total reconstruction of Oakdale Avenue, and parts of Silverbrook Avenue, Glenview Avenue, Parkview Avenue and Lawndale Avenue approximately 4,500 linear feet. Included in the reconstruction is the removal and replacement of concrete curb, concrete sidewalk, and driveway aprons. The existing pavement will be removed including asphalt and base. Sub base will be excavated to allow for the installation of the specified pavement section and to properly grade streets. Pavement will be replaced with a 1.5-inch layer of surface asphalt, a 2.5-inch layer of binder course asphalt and 8-inches of INDOT 53 limestone base. Geogrid and undercutting will be used to address unsuitable soil. The existing vitrified clay combined storm/sanitary sewer will be replaced with new dedicated storm and sanitary sewers. The storm sewers range in size from 36-inch diameter RCP to 12-inch diameter SDR 35 PVC. The total length of storm sewer is approximately 4,000 lineal feet and will include the installation of manholes, catch basins and inlets. The proposed sanitary sewer is approximately 4,500 lineal feet and sizes range from 8-inch to 15-inch PVC. The installation of sanitary manholes, and 113 6-inch diameter sewer services to the right of way will be included in the project. The existing 6-inch water main will be replaced with approximately 4,300 lineal feet of new 8-inch diameter water main included new valves, hydrants, fittings and services to the right of way line.

   The contract will be awarded based on available funding. Therefore, the 2nd phase of the project will be split into 3 alternates and awarded based on received bid amounts. Project limits are as follows:

   **Phase 1**

   Phase 1B - Oakdale Avenue from Boyd Boulevard to Station 30+25, Glenview Avenue between Oakdale Avenue and Monroe Avenue, and Lawndale Avenue between Oakdale Avenue and Monroe Avenue.

   Phase 1C - Oakdale Avenue and Silverbrook Avenue from Glenview Avenue north and east for approximately 900 feet

   Phases 1A, 2 and 3 are not included in this project.

   NO ALTERNATES WERE AWARDED FOR THIS PROJECT
PRE-CONSTRUCTION COORDINATION

1. Contract completion schedule for is 365 calendar days. Liquidated damages for each calendar day of delay shall be Two Hundred Dollars ($200.00). Notice to Proceed was awarded __________, 2015. Project completion date is set at ______________, 2015.

2. All Contractors and each of their subcontractors shall be licensed with the City of LaPorte. The fee for a first-time license registration is $75.00, and is valid for the calendar year in which the license is issued. The fee for a license registration renewal is $75.00, and is valid for the calendar year in which the renewed license is issued.

3. Contractors shall produce a pre-construction video detailing the existing condition of the entire project site. Contractors shall deliver 2 copies to the Engineer, on DVD or USB flash drive, at least 10 days before starting construction for review and approval.

4. Discuss procedures and requirements for shop drawing review.
   a. Contractor shall review, stamp with an approval and submit to the Engineer three (3) sets of Shop Drawings in accordance with Section 01340 of the Specifications.
   b. No product can be ordered until a Shop Drawing submittal for that product has been reviewed by the Engineer.
   c. See list at end of document

5. Contractor shall prepare traffic control plan for project and submit to Engineer for approval prior to start of construction.

GENERAL CONSTRUCTION

1. Discuss procedures for Pay Requests.
   a. Pay requests must be submitted to Engineer by the first of each month to allow for review by the Engineer and inclusion on the Board’s agenda. The Board of Public Works and Safety Meeting takes place on the 3rd Monday of each month.
   b. Pay request submittals must include Application and Certification for Payment form with detail sheet (similar to AIA Documents G702 and G703), Waiver of Lien from Contractor and Waiver of Lien from all subcontractors performing work (from prior pay application period). Refer to Section 01152 of the Specifications.

2. Discuss procedures for Change Orders.
   a. Refer to Section 01153 of the Specifications. Any Formal Change Order prepared by the Engineer will be submitted for inclusion on the next Board of Public Works and Safety Meeting takes place on the 3rd Monday of each month.
   b. A final change order will be prepared after substantial completion of the project to adjust bid item quantities to actual quantities installed in the field and adjust total costs accordingly.

3. Retainage is to withhold 10% of the work.
4. On-site safety is the sole responsibility of the Contractor.

5. Contractor is responsible for all construction staking.

6. Contractor shall verify the horizontal and vertical locations of all existing utilities prior to construction and report any discrepancies from the plan to the Engineer immediately.

7. During construction, site shall be kept cleaned up from construction debris per Section 01710 of the Project Manual.

8. Sewer and water services to be maintained throughout construction.

9. Access along streets and drives shall be restored at the end of each day.

10. Contractor to notify residents prior to any service disruptions or when access to personal property is required.

11. Dewatering is the responsibility of the Contractor. Contractor is responsible for utilizing pump discharge filter bags for pumping of sediment laden water from dewatering operations. All costs associated with dewatering, including pump discharge filter bags, are incidental to the contract and no additional payment shall be paid for dewatering.

12. Contractor to install and maintain all the erosion control measures detailed in the SWPPP as attached in the project specifications.

13. All pipes shall be laid in INDOT #8 limestone aggregate bedding as shown on the Plans and as specified. B-Borrow, slag and sand are not acceptable alternatives or additives for pipe bedding/haunching. Trenches shall be backfilled and compacted in lifts as specified.

14. When unsuitable soil is encountered either below the bottom of the proposed trench or below the proposed pavement subgrade outside of proposed trenches, the unsuitable soil shall be removed and the excavation filled with compacted INDOT #2 stone, as authorized by the Engineer.

15. As required by the Indiana Administrative code and the 10 State Standards, Contractor to maintain 10’ horizontal separation between water main and sewer pipes. Perpendicular separation to be 18 inches minimum. See details in construction plans. C900 PVC pipe shall be used as a casing in areas shown and shall be installed as detailed.

16. When unsuitable soil is encountered either below the bottom of the proposed trench or below the proposed pavement subgrade outside of proposed trenches, the unsuitable soil shall be removed and the excavation filled with compacted INDOT #2 stone, as authorized by the Engineer.

**SEWER CONSTRUCTION**
1. In line Wye tees fittings are required for making connections between proposed sanitary sewer and sanitary lateral extensions. Inserta Tees will not be allowed.

2. Contractors to remove existing sewer.

3. Sanitary sewers to be deflection tested after installation and back fill. Contractor to provide all testing equipment.

4. Sanitary manholes shall be low pressure tested, contractor to provide all testing equipment.

5. Sanitary sewer manholes are to be wrapped with joint wrap around exterior joints and a chimney seal along adjustment rings and casting as specified.

6. Provide concrete benches in sewer manholes.

7. Alok gaskets or other engineer approved gaskets are required for pipe to sanitary manhole connections.

**WATER CONSTRUCTION**

1. A sequence for abandoning the existing water main is included on the project plans. Changes in tie in may be altered due to varying phasing as directed by the engineer.

2. All water main installed shall be Pressure Class 350 ductile iron in accordance with Section 02615 of the Project Manual. All joints at fittings and valves shall be restrained with Megalug retainer glands. Water main pipe shall be restrained with field lok or other approved mechanical devices within the distances stated in the Restrained Pipe Length Table on Sheet 27 of the Project Plans. Include the additional length due to polyethylene wrap.

3. All water main fittings shall be ductile iron, compact, mechanical joint fittings conforming to AWWA C153.

4. All water main gate valves installed shall be resilient-seated gate valves in accordance with Section 15100 of the Project Manual. All Bonnet bolts and nuts on buried valves shall be stainless steel.

5. New fire hydrant shall be City of LaPorte standard, Mueller A-423 Super Centurion, with 5-inch Storz nozzle and two 2.5-inch side nozzles, in accordance with Section 02644 of the Project Manual.

6. All Ductile Iron Water main, valves, fittings, valve boxes, hydrant bases shall be wrapped in Polyethylene Wrap as specified. Poly Wrap shall be taped on each end and intermediately as recommended by the Ductile Iron Pipe Research Association (DIPRA).

7. Provide valve box stabilizers, b-boxes and lids for buried water valves.
8.  Tapping Sleeves to be full circle stainless steel.

9.  New water main shall be pressure and bacteria tested prior to placing in service. Prior to connecting new water main to the existing water mains, Contractor shall install line stops where shown to allow for isolation of the existing water mains.

10. During installation of the water main, Contractor shall support all utilities crossing the proposed trench.

**STREET RECONSTRUCTION**

1. When unsuitable soil is encountered either below the bottom of the proposed trench or below the proposed pavement subgrade outside of proposed trenches, the unsuitable soil shall be removed and the excavation filled with compacted INDOT #2 stone, as authorized by the Engineer.

2. Removal and replacement of concrete curb and gutter shall be in accordance with the details on Sheet 28 of the Plans, as specified and as authorized by the Engineer.

3. All asphalt restoration to consist of 1.5-inch minimum thickness of asphalt surface course over 2.5-inch minimum thickness of asphalt intermediate course over 10-inch minimum thickness of INDOT #53 compacted limestone (no slag) aggregate base course.

4. Site Engineer or Geotechnical Engineer to determine where geogrid is necessary.

5. Handicap ramps shall be installed in areas shown and shall include detectible half dome warning panels. Construction of the ramp shall follow the INDOT Standards and designs referenced.

6. Removal and replacement of concrete curb and gutter shall be in accordance with the details on Sheet 28 of the Plans, as specified and as authorized by the Engineer.

7. Install tack coat between asphalt milling and surface coat.

8. All lawn restoration to be done by sod installation with 4-inch minimum thickness of topsoil. All grades shall be adjusted to accommodate the 4-inches of topsoil and the sod thickness. Contractor shall provide maintenance watering for sod establishment.

9. Contractor shall protect all existing trees from damage and soil compaction during construction, unless specifically identified for removal, in accordance with Section 01532 of the Project Manual.
REQUIRED PRE-CONSTRUCTION SUBMITTALS BY CONTRACTOR

The following items need to be submitted by contractor to engineer prior to construction. Discuss schedule of submittal of the following documents:

1. PRE CONSTRUCTION VIDEO
2. LIST OF SUB CONTRACTORS AND CONTACT INFORMATION
3. CONTACT INFORMATION OF PROJECT FOREMAN/SITE SUPERINTENDENTS
4. TRAFFIC PLAN
5. PROJECT SCHEDULE
6. SHOP DRAWINGS

**Sewer**
1. Manhole/Catch Basin/Inlet Cut sheets
2. PVC Pipe
3. PVC Fittings
4. RCP Pipe
5. INLET Casting/Grates
6. Manhole Castings/Lids

**Water**
1. Ductile Iron Water Main Pipe
2. Ductile Iron Fittings
3. Restrained Retainer Glands
4. Polyethylene Encasement/ Wrap
5. Type "K" Copper Services
6. Brass Fittings
7. RW Gate Valves
8. Tapping Sleeve
9. Fire Hydrant

**Restoration**
1. Asphalt Mixes
2. Geo-Grid
3. Tree List
4. ADA Ramp Panels