

SPECIAL MEETING

CITY OF GEARY

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Pre-Construction meeting

For Fire/EMS Substation

August 24, 2015

Millie Vance Grant Administrator, David Cottingham, DC Associates, Bobby Allen Mayor, Jeff Choate Fire Chief/Public Works Director, Chris Weathington Cedar Ridge, Mary J Hays City Clerk, and Ray Vincent City Attorney, met on the above date, at 1:00 pm, to discuss the construction of the new Fire/EMS Substation.

David Cottingham brought a State Fire Marshall approved set of Building Permit Plans for Cedar Ridge to have on site during the construction process.

Item #2: Change order #1-Fire rated rooms and doors-Fire Alarms-Fresh Air lines for running trucks plans to be discussed and updated.

Item #3: Project time line: The notice to proceed will be dated August 31, 2015. The project is to be completed within 100 calendar days as of, 2015, estimated completion date of December 9, 2015.

Item #4: All communication will be conducted through David Cottingham.

Item #5: Application for payment: Invoices for payment shall be turned into David Cottingham by the 25th day of each month, at which time an inspection date and time will set up. Once the invoice has been approved by David, it will be sent to Millie Vance for grant fund draws and sent to Mary Hays for council approval at their regular meeting. A 10% retainage shall be kept on all pay requests, up to 50% of the project. Payments will be made after the council approves the invoice request. A standing pay request will be added to the monthly agenda until the project is finished.

Item#6: Inspections by the State Fire Marshall: the State Fire Marshall will make 2 inspections, one before the foam insulation and sheet rock are installed and the final inspection before building is turned over to the city.

Item #7: Protection of the project during construction: The General Contractor (Cedar Ridge) will be responsible for adequately protecting the work from vandalism during the course of construction.

Item #8: Additional Plans: additional plans will be provided to the General Contractor upon request.

Item #9 : Project Meetings: project meetings will occur during the pay request inspection and to other times requested by the City of Geary or the General Contractor during the course of the work.

Item #10: Project Safety: it is the responsibility of General Contractor to maintain a safe working environment and to make sure that all work is performed in a safe manner.

Item # 11: Protection of existing underground utilities: The General Contractor is responsible for adequately protecting all existing underground utilities from damage. Call Okie before they dig.

Item #12: General Contractor Questions: None

Item #13: MSDS sheets shall be kept on site and available for inspection.

Item #14: Final Pay request Application shall be submitted to the Architect at the completion of the project.

The final pay will be after all inspections have been completed. Contractor will carry a 1 year warranty on all work. A copy of all building inspections logs will be gotten from building inspector Bob Reese. A list of the contractor's sub-contractors will be furnished to the City of Geary.

Item # 15: Responsibilities of the Architect:

1. The Architect will interpret and enforce the plans and specifications. If any questions arise between the Contractor and the Town, the Architect will render a final decision or interpretation.
2. The Architect will determine the quality and acceptability of all work performed by the Contractor.
3. The Architect will make periodic inspections of the construction site.
4. The Architect will review and approve all pay estimates before their submittal to the Town for approval and payment to the Contractor. The Architect will inspect and approve all submittal information supplied by the Contractor.
5. The Architect will keep reports during the project construction which monitor the Contractor's progress. The Architect will notify Town if there is a conflict between the Contractor's work and the plans and specs.
6. The Architect will check all materials with the submittal information supplied by the Contractor.

Item# 16: Responsibilities of the Inspector. Bob Reese is the Inspector.

1. The Inspector will interpret the plans and specs in the absence of the Architect. If the Inspector and the Contractor cannot agree in the absence of the Architect, then all work shall cease until the Architect can be present and render a final decision. The inspector should notify the Community officials and the Architect by phone and in writing.
2. The inspector will notify the Community and the Architect if there is a conflict between the Contractor's work and plans and specs.
3. The Inspector will receive and approve all pay estimates after approval by the Architect before payment is made to the Contractor.
4. The Inspector will check all materials with the submittal information supplied by the Contractor.

Item #17: Responsibilities of the Town

1. The Town will meet monthly and approve all pay estimates as submitted by the Contractor and approved by the Architect.
2. The Town will approve all change orders as recommended by the Architect before any additional work will be done. Field directives will be handled by fax and phone approval of all parties concerned.

Item #18: Responsibilities of the Contractor

1. The Contractor will be responsible for the performance of the work under the contract Work must be done in a timely and work manly manner.

2. The Contractor will submit pay estimates each month on the date designated to assist with being paid on time.
The Contractor must deliver all submittals to the Architect in a timely fashion for his inspection and approval.
3. The Contractor will coordinate his work with the subcontractors and with the Town in order to keep delays to a minimum.
4. The Contractor is responsible for submitting certified weekly payroll records to the grant administrator and is also responsible for seeing that any sub-contractors used, submit certified payroll records.

Item #19: Payroll Records:

Payroll records must be submitted weekly and must be signed to certify that they are true and correct. The originals are to be mailed to the project Administrator as listed below. Payroll records must reflect the pay scale of each employee as listed in the wage rates included in the project specifications. Payroll records must also reflect dates and whether overtime or straight time and the job classification for each employee, (i.e, carpenter, electrician, sheet metal worker, laborer, etc.). Payroll records must show the name and address of each employee on the job. If fringe benefits are paid an hourly breakdown must be provided to the Administrator.

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Item#20: Change Orders

All change order must be approved by the Architect, and the Town prior to work being performed or submission on a pay estimate. The Architect should notify the project Administrator, Millie Vance of any change orders. No change order shall exceed 15% in the aggregate of the original contract price. The only exception to this is an increase in a line item bid.

Item #21: Sub-Contractors

Subcontractors will be used on the job. The contractor must supply the architect and the Town with a list of subcontractors. The Contractor will be responsible for seeing that the Sub-Contractor obtains the Davis-Bacon Wage Requirement information and gets executed payroll records to Millie Vance Inc.

Item #22: Extension of Time

The Contractor must submit in writing a request for a time extension if needed, stating the reason and length of time requested. This must be turned in to the Architect, and the Town for approval.

This meeting concluded at 2:00 pm.