

PRECONSTRUCTION CONFERENCE  
Keilley Shores 3<sup>rd</sup> Add  
Vergas, MN

Sept 1, 2022 @ 10:30 AM

**INTRODUCTION**

Attendance Register

Contract Status - NA

**1. Key Personnel**

- a. Owner –
  - i. Owner's Representative –
  - ii. Project Engineer – Moore Eng –
  - iii. Resident Inspector -
- b. Contractor –
  - i. Superintendent –
  - ii. Authorized Representative for Signatures –
  - iii. Erosion Control Supervisor –
  - iv. Overnight (Emergencies) –

**2. Utilities**

- a. Great Plains Natural Gas
- b. OtterTail Power
- c. Arvig
- d. Otter Tail Power
- e. Other

**3. Subcontractors/Suppliers**

- a. Contractor to provide Subcontractor/Supplier List
- b. Material storage locations

**4. Communication**

- a. All communication with Owner must go through Project Engineer.

- b. All field questions must go through Engineer Resident Inspector.
- c. All Sub-Contractor communication must go through Prime Contractor.
- d. Widseth will not act as Contractor's Foreman or Superintendent; Widseth will not direct Contractor's personnel.

#### **5. Contractor Schedule**

- a. Liquidated damages of \$??? per day will be enforced for failure to meet the Substantial Completion Date of the projects. ????.
- b. Liquidated damages of \$??? per day will be enforced for failure to meet the Final Completion Date of the projects. ????.
- c. Work schedule tentatively set at 2 days per week
  - i. Work hours – 7:00 AM to 7:00 PM
  - ii. Saturday work – must notify WSN by 12:00 PM on Thursday of the current week
  - iii. Sunday or Holiday work – 3 day written approval from Owner required
- d. See attached Contractor schedule

#### **6. Coordination**

- a. General Public
- b. Testing Company

#### **7. Funding**

- i. Local funding

#### **8. Shop Drawings**

- a. Contractor must submit at least 5 hard copies of all shop drawing sets (Widseth to keep 3 copies, return 2 copies to contractor). If contractor would like more copies returned to them, they must be submitted
- b. Contractor must review and provide document approval prior to submittal to Widseth.
  - i. Widseth will not review shop drawings until Contractor document approval is received.

#### **9. Traffic**

- a. Traffic Control Plan
- b. Provide dust control
- c. Maintain haul roads
  - i. Soil and material tracked onto roadways and adjacent parking areas shall be monitored continually and cleaned up as necessary

#### **10. ADA Ramp Construction**

- a. Designated person responsible for PROWAG requirements

#### **11. Bituminous Removal**

#### **12. General Site**

- a. Contractor must provide sanitary facilities for employees
- b. Backfill with specified materials (No Trash)
- c. Testing

- i. Testing likely to be performed by Braun Intertec ????
- d. Keep site clean!

### **13. Safety**

- a. Contractor Safety Supervisor -

### **14. Dewatering**

- a. Your responsibility

### **15. Construction Staking**

### **16. Record Drawings**

- a. Contractor to keep updated Record Drawings during construction – please provide tie information and pictures to existing utilities.

### **17. Erosion Control**

- a. An updated stormwater inspection log and SWPPP (Erosion Control related sections of Plan Set) must be kept onsite, accessible at all times
- b. No “silt fence” inlet protection

### **18. Turf Establishment**

- a. Seeded areas must be maintained until 70% turf establishment is achieved
  - i. Areas not acceptable to Owner after 30 days from seed application must be reseeded at Contractor’s expense

### **19. Misc.**

- a. Partial Pay Estimates
- b.
  - i. Completed MPCA Stormwater logs must be submitted with each monthly partial pay request
- c. Change Orders
  - i. Contractor must notify Engineer promptly when conditions that may require additional cost or time are encountered

### **20. Contractor’s Certification**