

Martenson & Eisele, Inc.

Your Solution Professionals

Planning - Environmental - Surveying - Engineering - Architecture

PRE - CONSTRUCTION CONFERENCE MINUTES

- Project:** SAGR System and OPTAER Aeration System WWTP Improvements
Dale Sanitary District, Town of Dale, Wisconsin
M&E Project #1-0218-013
- When:** Tuesday, January 21, 2020
- Where:** Dale Town Hall
W9641 State Road 96
Dale, Wisconsin
- Time:** 1:00 P.M.
- Attendees:** Doug Wunderlich, Dale Sanitary District President
Daryl Kistenmacher, Dale Sanitary District Vice President
Charles Zehner, Dale Sanitary District Secretary/Treasurer
Cornelius VanVoorhis, Dale WWTP Operator
Jim Sommer, Dale Sanitary District Accounting Consultant
Bob Hannes, WDNR Construction Manager
Mark Stanek, WDNR Basin Engineer
Nick Janous, Nexom
Mark Hoff, P.J. Kortens
Mary Jo Miller, Martenson & Eisele, Inc.
Bruce Cottrell, Cottrell Design, Inc.
Travis Crestur, MZ Construction, Inc. (2 reps from MZ Construction, Inc.)
Craig Fochs, CR Fochs Electrical Contractors
Karl Kimball, CAAW Systems

Note that Meeting Notes are in Bold

Subjects/Agenda:

1. Introductions
2. Pertinent information and exchange business cards
 - Office & Mobile Phones, E-mail addresses
 - **See attached Pre-Construction Conference Sign-in Sheet.**
3. Scope of Work:
 - Base Bid 1 work awarded to MZ Construction, Inc. includes construction of a Submerged Attached Growth Reactor (SAGR) tertiary treatment system and aeration system improvements at the Dale Sanitary District Wastewater Treatment Plant in Dale, Wisconsin.
 - The Dale Sanitary District has contracted directly with PJ Kortens & Company, Inc to provide the Electrical Control Components for the WWTP Improvements as described in Section 9 of the Specifications.
 - The Dale Sanitary District has contracted directly with Nexom and the ICS Group to provide the aeration system and SAGR system components as described in Sections 7 and 8 of the Specifications.
 - Dale Sanitary District will order and pay directly for the equipment to be supplied by others.



- MZ Construction is responsible for contacting the suppliers to coordinate delivery, unload and store the equipment at the time of delivery, and install the equipment to be supplied by others.
4. Contractor, Subcontractors and Suppliers
 - General Contractor: MZ Construction, Inc.
 - Subcontractors: **CR Fochs Electrical Contractors – Electrical CAAW Systems - Liner**
 5. Contracts/Insurance Coverage
 - Executed Contracts along with an executed copy of Change Order No. 1 was returned to MZ Construction, Inc. on December 20, 2019. **WDNR has requested additional documentation for Items 2 and 3 of Change Order No. 1.**
 - **Signed contract was returned to Owner.**
 6. Utilities / Diggers Hotline
 7. Construction Schedule & Phasing
 - **See attached Project Schedule from MZ Construction, Inc.**
 - **Construction is expected to begin in mid-February 2020.**
 - **Martenson & Eisele, Inc. will plan to hold monthly progress meetings.**
 - Notice to Proceed Dated January 21, 2020
 - Start Date and Contractor's Construction Progress Schedule.
 - Sequence of Work
 - Coordination with Nexom.
 - Coordination with PJ Kortens.
 - Project Completion Date: Work is to be substantially complete with the SAGR and aeration systems fully operational by August 31, 2020, and complete and ready for final payment on or before September 30, 2020.
 - Working Hours and Access to Plant.
 8. Staking by Martenson & Eisele
 - Discuss offsets, etc.
 - **MZ Construction to schedule staking with Mary Jo Miller of Martenson & Eisele, Inc.**
 9. Erosion Control
 - WDNR Stormwater Runoff Permit Certificate of Permits Coverage must be posted at the construction site.
 - Erosion control inspections and inspection log by Contractor
 - **A copy of the WDNR permit was provided to MZ Construction**
 10. Shop Drawings and Submittals
 - PDF's emailed to Mary Jo Miller at maryjom@martenson-eisele.com
 11. Davis-Bacon Federal Wage Rate Determination Compliance
 - **See attached handout from WDNR.**
 - **MZ Construction shall provide weekly payroll information to Mary Jo Miller of Martenson & Eisele, Inc.**

12. Disadvantaged Business Enterprise
 - **See attached handout from WDNR.**
13. Use of American Iron and Steel.
 - **See attached handout from WDNR.**
 - **Contractor to submit AIS Certifications with Shop Drawings.**
 - **AIS DeMinimis is 5% for the project as a whole.**
 - **Current waiver is in effect for stainless steel bolts until February 24, 2020, so contractor should order prior to this date.**
14. Change Orders / Extras: Only if authorized by Owner through the Engineer
15. Pay Requests:
 - Send pay requests to Mary Jo Miller, Martenson & Eisele. Do not send pay requests or invoices directly to the Dale Sanitary District.
 - **Dale Sanitary District meetings are held the third Tuesday of every month. Invoices and Pay Requests shall be submitted to Mary Jo Miller by the second Tuesday of the month in order for M&E to review, the DSD Board to approve, and loan disbursement to be processed the second Wednesday of the following month.**
16. Other
 - Additional Copies of Plans and Specifications. **Meeting attendees did not request additional copies of plans and specifications.**
 - Additional Comments from WDNR –**Mark Stanek of WDNR noted that if DSD feels they may be in violation of WPDES limits during construction, Mark should be informed.**
 - Additional Comments from Dale Sanitary District
 - **Discussion included length of time electrical can be taken out of service at the plant. The concern will be electricity to the raw sewerage pumps. Contractor may need to use a portable pump or emergency generator, and should coordinate with the operator.**

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PRE-CONSTRUCTION CONFERENCE ATTENDEES

Project: SAGR System and OPTAER Aeration System WWTP Improvements
Dale Sanitary District, Town of Dale, Wisconsin
M&E Project #1-0218-013

When: Tuesday, January 21, 2020

Where: Dale Town Hall
W9641 State Road 96
Dale, Wisconsin

Time: 1:00 P.M.

Name	Company	Phone Number	E-Mail
1. Bruce Cottrell	COTTRELL DESIGN, INC	920-450-9416	bcottrell11531@gmail.com
2. Charles Zehner	Sec/Tresure	920-224-5492	cdzehner@gmail.com
3. Mark Stanek	WDNR	920-573-0288	Mark.Stanek@WI.Gov
4. Bob Hannes	WDNR	920-366-4208	Robert.Hannes@Wisconsin.gov
5. Travis Custer	MZ Construction	608-778-5055	mzconstructm396@gmail.com
6. Doug Wurdentich	Dale Sanitary	920-850-8508	
7. Darz Kistenmacher	Dale Sanitary	920-740-0237	
8. Nick Janous	NEXOM	262-573-4714	njanous@NEXOM.com
9. Cornelius Van Voorhis	Dale Sanitary	920-740-6404	vanvoorhis@yahoo.com
10. Jim Scommo	Dale Sanitary	920-585-1345	SMCDALE@AOL.com
11. Karl Kimball	CARW SYSTEMS	262-370-0689	KK.kimball@CARWsystems.com
12. Craig Fuchs	CR Fuchs Electric	920-850-8373	craigf@crfuchs.com
13. Mark Hoff	P.S. Koltens	920-730-9053	Mark.Hoff@PSK.com
14. Mary Jo Miller	Martenson & Eisele	920-731-1381	maryjom@martenson-eisele.com
15.			





**PROJECT
SCHEDULE**
Preliminary

Project: SAGR System & OPTAER Aeration System WWTP Improvements
Project Location: Town of Dale, Wisconsin

#	Description	January 2020					February 2020					March 2020					April					May					
		6	13	20	27		3	10	17	24		2	9	16	23	30	6	13	20	27	4	11	18	25			
1	Mobilization																										
2	Building Restoration																										
3	Access Road																										
4	Underground Pipe/Manholes																										
5	Dirt Work																										
6	SAGR System																										
6	Aeration Lagoon System																										
7	Electrical																										
8																											
9																											
10																											
11																											
12																											
13																											
14																											
15																											

DALE SD #1

PRECONSTRUCTION CONFERENCE

January 21, 2020

1. Contractor shall construct according to the approved plans and specifications. Construction can not commence prior to DNR approval.
2. Engineer shall provide adequate inspection during construction.
3. Maintain quality control - Soil compaction, concrete tests, equipment performance, etc.
4. Set and maintain a schedule for construction.
5. If a project sign is erected, a DNR logo decal can be included on the sign but it is not required.
6. Erosion Control and Stormwater Management: The contractor must comply with the specifications for erosion control. Anticipate erosion problems and establish controls, rather than responding to problems after the fact.
 - a. Obtain and follow the DNR new series of construction site erosion and sediment control technical standards that replace the Wisconsin Construction Site Best Management Practice Handbook. Each technical standard can be downloaded from the internet at <http://dnr.wi.gov/topic/stormwater/>
 - b. If the site is over 1 acre, the owner must submit a Notice of Intent (NOI) application (form 3500-053) 14 working days prior to construction. This form can be obtained from Anthony Fischer in our Wautoma office; his phone number is (920) 787-3017.
 - Develop an erosion control plan before beginning the project and implement it.
 - Conduct weekly inspections and during rain events of 0.5" or more.
 - Maintain Best Management Practices.
 - Comply with Construction Site Stormwater Discharge Permit conditions
7. Dewatering:
 - a. A high capacity well permit is required if the combined capacity of all dewatering wells on a site is greater than 70 gpm. Contact Joseph Rosnow at (608) 266-1722 for a copy of "Dewatering well Guidance Document" and an application. A well is defined as any hole that is deeper than its width or length.
 - b. A general permit application must be submitted, by the owner, for any discharge of water during the dewatering process. For an application, contact Sarah Donoughe at (920) 662-5148.
8. Follow conditions set forth in any water regulation permits issued by the DNR. DNR Fisheries and Wildlife Management staff can provide recommendations regarding disturbance of sensitive areas.
9. Change Orders:
 - a. The department must approve change orders before payment can be made, **one** copy of change orders along with detailed documentation including cost breakdown, should be sent directly to the construction management engineer.
 - b. The costs must be reasonable and necessary and must meet eligibility requirements.

10. Insure the combined goal for minority, small, and woman's business enterprises for contractors is met. The Department will monitor this closely.
11. Davis Bacon Wage Rates will apply on this project, the higher amount between Federal and State wage rates must be paid to all workers. Employee interviews may be conducted, so please be certain all employees are aware of their classification.
12. Recent federal regulations have included a new American Iron and Steel Provision for the State Revolving Loan Programs. For the most up to date information please visit:
<http://dnr.wi.gov/Aid/UAIS.html> or <https://www.epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement>
13. Where there is an existing plant and discharge permit, **it is essential to maintain compliance with the permit.** Sewer collection system projects must be constructed in such a way as to avoid bypassing raw wastewater. If problems arise, contact the basin engineer **immediately**, at the phone number and address below.
14. All construction correspondence should go to the Construction Management Engineer:

Name: Bob Hannes
 Phone #: (920) 366-4208
 Address: 647 LAKELAND ROAD
 SHAWANO, WI 54166-3843
 E-mail: Robert.Hannes@wisconsin.gov

15. Correspondence pertaining to the facilities discharge permit shall go to the Basin Engineer:

Name: ~~Barti OUMAROU~~ ^{MAM} Mark Stanek
 Phone #: ~~(920) 424-4013~~ (920) 424-7895 or (920) 573-0288
 Address: 625 EAST COUNTY ROAD Y, SUITE 700
 OSHKOSH, WI 54901
 E-mail: ~~Barti.Oumarou@wisconsin.gov~~
 mark.stanek

16. Correspondence pertaining to Erosion Control shall go to Stormwater Specialist:

Name: Anthony Fischer
 Phone #: (920) 787-3017
 Address: 427 EAST TOWER DRIVE, SUITE 100
 WAUTOMA, WI 54982
 E-mail: Anthony.Fischer@wisconsin.gov

17. Other correspondence should go to the Environmental Loans Project Manager:

Name: Kim Leizinger
 Phone #: (608) 264-8844
 Address: PO BOX 7921
 MADISON, WI 53707
 E-mail: Kimberly.Leizinger@wisconsin.gov