

Meeting Minutes

1625 N. Post Road, Indianapolis, IN 46219 (317) 895-2585 www.ucindy.com



April 25th, 2013

Mr. Mike Fitzgerald
Fitzgerald and Fitzgerald Company, Inc.
5602 Elmwood Avenue, Suite #206
Indianapolis, IN 46203

RE: City of Beech Grove, Lick Creek Bank Stabilization
Pre-Construction Meeting

Dear Mr. Fitzgerald:

A Pre-Construction and contract signing meeting was held on April 24th, 2013 at the Beech Grove City Hall. The following people were in attendance:

- | | |
|-------------------|-------------------------------|
| • Dennis Buckley | Mayor, City of Beech Grove |
| • Tom Hannan | Beech Grove |
| • Dan McMillan | Beech Grove |
| • Mike Fitzgerald | F&F (Fitzgerald & Fitzgerald) |
| • Lary Schuck | F&F |
| • Dennis Carnes | F&F |
| • Chris Meyer | Meyer Excavation |
| • Jon Clodfelter | UNITED |
| • Jeff Fox | Christopher Burke Engineering |

The objective of the meeting was to sign the contract between the City of Beech Grove and Fitzgerald and Fitzgerald, review the project requirements, discuss the schedule and any general question about the Lick Creek Bank Stabilization project at Sarah T. Bolton Park. During the meeting, the following information was discussed:

1. The contractors bid was discussed and Mike Fitzgerald explained that the bid price for the vegetated retaining wall was the cost for doing that work with some of the cost included in other items and they were comfortable with the number they had in the bid. It was discussed that the bid price for Mobilization and Demobilization exceeded the contract allowable of 5% of the total contract. Mike Fitzgerald explained that for a job with as short of duration and small bid price, they had additional items that pushed them over the threshold. It was discussed that there would only be a few invoices on the job with a very short duration and this was acceptable.
2. The contracts were signed between the City of Beech Grove and F&F.
3. F&F submitted the Payment Bond and Performance Bond.
4. The City of Beech Grove issued a Notice to Proceed with the Project.
5. Dan McMillan stated that he will issue a Purchase Order from the city to F&F for the contract.

6. The following bookkeeping items were discussed:

- Total Contract Amount: **\$236,500.00 (Includes Base Bid and Alternates 1 & 2)**
- Notice-to- Proceed date: **April 24, 2013**
- Begin Construction Date: **May 1, 2013 (Earliest allowed by Permits)**
- Substantial Completion Date: **June 28, 2013**
- Final Completion Date: **June 28, 2014**

7. Personnel:

Tom Hannan with the City of Beech Grove was identified as the initial point of contact for the project. All correspondence should go through Tom.

Larry Schuck with F&F was identified as the site Project Manager and Field Superintendent.

Janie Killion was identified as the Certified Payroll Clerk with F&F.

Mike Fitzgerald was identified as the Emergency Contact with F&F.

8. It was discussed that preliminary utility coordination had been conducted by CBB for the project and that no relocations were anticipated as part of this project. All future coordination is the sole responsibility of F&F. All utility contact information is included in the contract plans.

It was specifically noted that coordination with IPL will be required prior to construction of the wall in front of the utility pole at approximately station 2+20.

9. It was discussed that the erosion control plan outlined in the contract documents must be followed. Larry Schuck was named as the Erosion Control Plan Supervisor for F&F.

10. F&F will comply with all IOSHA Safety Standards as well as other Federal, State and Local Laws.

11. The permits do not need to be posted at the site, copies available are sufficient.

12. Any project staking will be the responsibility of F&F

13. F&F will keep a clean project site and will clean up each day prior to leaving the site.

14. Tom Hannan offered the use of the gated area behind the Parks building for storage of valuable equipment during non-working hours.

15. F&F is preparing the construction schedule and they intend to begin mobilization on May 1st. It was requested that the completed schedule be sent to Tom Hannan and Dan McMillan by Friday 4/26/13.

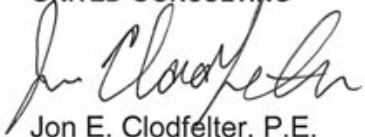
16. Tom Hannan would like to receive a weekly report on Fridays that details the work that was completed that week and the work that will be done the next week.

17. F&F will submit a dewatering plan for review before implementation.

18. The pipe headwall reconstruction at the SW corner of the project was discussed, the pipe will be reviewed when the headwall is removed to determine the extent of repairs required. If the required repairs are beyond the scope of the project, there may be city storm sewer funding available.
19. There were no additional questions or comments on the construction documents or plans.

The above minutes reflect our understanding of the discussions and decisions made at this meeting. If you have any questions, additions, or comments, please contact our office at your convenience.

Sincerely,
UNITED CONSULTING



Jon E. Clodfelter, P.E.
Bridge Department Manager

enclosures (Sign In Sheet)

c: All Attendees
File 12-205

