

TO: Distribution List

FROM: NW Regional Construction Office

DATE: March 30, 2020

SUBJECT: Preconstruction Conference Report for **Vergennes STP PC20 (1) & Bristol STP PC20 (2)**

The Preconstruction Conference for the subject project was held on **Monday, March 2, 2020**.

Those attending were as follows:

Representing the Agency of Transportation: (or other State Agencies)

Doug Bonneau, NW Regional Construction Engineer
Chris Lavalette, Resident Engineer
Nick Pappas, Pavement
Brandon Kipp, Pavement
James Marshall, District 5
Colin Judge, Construction Environmental Engineer
Ryan Darling, Construction, Paving Engineer

Representing the Town and City:

Valerie Capels, Town of Bristol
Julie Basol, Vergennes Partnership
Lynn Donnelly, Vergennes City Council
Jim Larrow, Vergennes Public Works
Daniel Hofman, Vergennes City Manager

Representing the Contractor: **J. Hutchins, Inc.**

Mark Peloquin
Joseph Starr
Brandyn Gadapee

Utilities:

Other:

Garrett Organek, DuBois & King
Natalie Boyle, EIV

The Conference convened at 9:00 A.M. with the following comments made:

I. Project Data

The CA131SREV letter, authorizing you to proceed with submittals, is dated **January 9, 2020**.

The Notice to Proceed with Construction will be issued upon acceptance of all required administrative submittals.

The Project Manager is **Brandon Kipp**.

The Anticipated Contract Completion Date is **October 9, 2020**.

The Contractor's anticipated actual construction starting date is **April 1, 2020**.

This project is under the 2018 Specifications.

II. General

1. All communications will go through Resident Engineer **Chris Lavalette**.
2. The Contractor is reminded that they expose themselves to the possibility of liquidated damages if this project is not completed by the completion date.
3. The Contractor should confirm lost time with the Resident Engineer as it occurs.
4. Submit to the Resident Engineer, in writing, documentation for possible extensions as they occur.
5. Written Orders are issued under the authority of Section 105.01 and 105.10. They must be adhered to but may be appealed if the Contractor is not in agreement under sections 105.02 and 105.20.
6. When appropriate, the Contractor shall submit a Notice of Intent to the Construction Engineer in accordance with Section 105.20 of the Standard Specifications. Section 105.20 requires the Contractor to submit a Notice of Intent letter PRIOR to performing any work associated with the Notice. If the Contractor fails to provide the required Notice, the Contractor agrees to waive any claim for additional compensation in any way related to the disputed work. Claims must be submitted within 90 calendar days of the Notice of Intent; Section 105.20 describes the claims process. If the Contractor has any questions about the process, please contact the Regional Construction Engineer or the Construction Engineer.
7. The Contractor will need to complete an Emergency Contact 511 form supplied by the Resident Engineer which will include the name and phone number of the following people:
 - a. The Emergency Person; this person must be residing in the local area and must have the ability and authority to handle any non-work hour problems.
 - b. The Competent Person; If there is more than one competent person depending upon the activities, this needs to be communicated to the Resident Engineer and staff daily.
 - c. The Safety Officer; An individual designated by the Contractor charged to assure that all construction operations under the Contract are performed safely and according to all VOSHA regulations.
 - d. The Contractor's Superintendent; A competent, reliable English-speaking employee designated as the Superintendent, who will be on the Project at all times, authorized to receive orders, and act for the Contractor.
8. Contractor is reminded of the Approved Aggregate Source List (<https://outside.vermont.gov/agency/VTRANS/external/docs/construction/03GeotechEng/LabServices/Approved%20Aggregate%20Source%20List.pdf>). The purpose is to ensure sources used can produce materials in conformance with current specifications.

9. 107.22 BUY AMERICA PROVISIONS.

For all Federal-Aid projects, the Buy America clause shall be followed for manufacturing and coating all steel or iron products to be permanently incorporated. A waiver may be obtained for foreign materials if the use does not exceed 0.1% of the total Contract price or \$2,500, whichever is greater.

10. Subcontractors must be approved prior to work on the project. Anticipated subcontractors and DBE's will include:

ADA Traffic Control
LPD Traffic Control
BDM Sweeper
ECI

L&D Safety
Lafayette Highway
Nicom Coatings
IMS

III. Environmental

1. It is the Contractors' responsibility to adhere to related Permits, Special Provisions, and Sections 105.22 through 105.29.
2. Erosion Prevention and Sediment Control Plans shall be reviewed for conformance by the Regional Construction Engineer.
3. Be sure to review the Environmental Special Provisions that may indicate any unique requirements to address resource protection measures.
4. General information regarding contract permit requirements, the need for additional permitting, or permit amendments, and EPSC Plans shall be directed to the Construction Environmental Engineer Colin Judge (279-5461). Copies of all permit amendments shall be forwarded to the Resident Engineer and the Construction Environmental Engineer.
5. Use of areas outside the contract construction limits for activities such as waste, borrow, and staging areas or access shall follow Sections 105.25 through 105.28 with the required forms and a FAQ can be found on the Agency's website: <http://vtrans.vermont.gov/working/offsite-activity>. General information regarding the need for or requirements of an Off-Site Activity (OSA) submittal shall be directed to Karen Spooner (917-4570) of the Environmental Unit. The OSA submittal itself shall be submitted via DocExpress. Please be aware that the OSA Acceptance does not relieve the Contractor from obtaining or amending State, Federal, and local permits and clearances that may be necessary.

IV. Utilities

1. The Contractor is due no extra compensation for any inconvenience caused by the utilities. VTrans and many towns are NOT members of Dig Safe, so even if the Contractor calls Dig Safe they need to check with the Town and State to be certain there are no existing utilities. The contact person for locating and identifying VTrans owned infrastructure is Dan Ertel (343-2188 or dan.ertel@vermont.gov).

V. Traffic Control

1. The Manual of Uniform Traffic Control Devices (MUTCD) governs traffic control. The Contractor shall have available on the project the current editions of the MUTCD and the SHS (Standard Highway Signs) book.

VI. Materials Acceptance Program (MAP)

1. The Materials Acceptance Package has been uploaded to DocExpress under the project's "Working" drawer; the following documents were included in that package:
 - Contract Item Summary Report.
 - Certification forms for all materials requiring certification for the contract, including Buy America.
 - Sampling Checklist indicating the material testing and certification requirements.
2. The Contractor is reminded that all requirements included in the Material Acceptance Package are based on the original Contract Documents and any change orders or additional work may require revisions to this package.
3. The Contractor is responsible for the distribution of certification forms, Buy America Declarations to subcontractors and manufacturers as applicable.
4. All correspondence related to the contract's Material Acceptance Package should go through the RE and he/she will coordinate with the assigned Materials Acceptance Unit (MAU) liaison or his/her designated backup. The MAU liaison for this project is **Chris Rea**. Chris can be reached at (802) 595-4597 or via email at Chris.Rea@vermont.gov.
5. All certifications, Buy America Declarations shall be submitted via DocExpress in the project's "Certifications" drawer. Questions in regard to certification forms and submittals can be directed to Justin Ives at (802) 917-2582 or via email at Justin.Ives@vermont.gov
6. The Advanced Certification List (ACL), Approved Products List (APL), Qualified Products List (QPL), and Approved Non-Durable Pavement Marking Batch List (ANDPMBL) can be found on the VTrans' Material Acceptance Program website at the following link: <http://vtrans.vermont.gov/highway/construct-material/test-cert/certification>. The ACL and APL are now contained in a single searchable database available on this website.
7. The Contractor must inform the RE of all products used from the ACL, APL, QPL, or ANDPMBL and request that the RE submit a TA555 (for ACL items), TA556 (for APL/QPL items), or TA558 (for ANDPMBL items) to the Certifications Unit.
8. The Umbrella Certification Program (UCP) Guidelines can be found on the VTrans' Material Acceptance Program website at the following link: <http://vtrans.vermont.gov/highway/construct-material/test-cert/certification>. Approved suppliers participating in the UCP may document certifications in accordance with these guidelines.
9. Sampling frequencies can be found in the Material Sampling Manual found on VTrans' website at the following link: <http://vtrans.vermont.gov/highway/construct-material/test-cert>. The Contractor is hereby reminded that "testable" samples shall be submitted to the RE for testing for the following materials (samples submitted for testing are in addition to contract and/or installed quantities):

- 713.01 Bar Reinforcement
 - Reinforcing bar at a frequency of 1 per grade per source.
 - A “testable” sample is a 6-foot minimum straight bar (2 – 3-foot bars are acceptable).
- 714.04 Carbon Steel Bolts, Nuts, and Washers; 714.05 High-Strength Bolts, Nuts, and Washers; 714.06 Heat-Treated Steel Structural Bolts; 714.12 Direct Tension Indicators; 714.13 Tension Control Assemblies.
 - 4 per each combination of bolt, nut, washer, and DTI production lot incorporated into the project for main member connections (main member connections as defined in Subsection 714.01)
- 714.07 Anchor Bolts, Bridge Railing.
 - 2 per each combination of bolt, nut, and washer production lot incorporated into the project
- 714.09 Anchor Bolts, Traffic Signals, Lighting, and Overhead Sign Structures.
 - 1 per each bolt production lot incorporated into the project, including washer and nut.

10. The Contractor is responsible for providing a preliminary schedule by 3:30 pm on Thursdays and a finalized schedule by noon on Friday’s of the inspection needs for the following week, and a minimum of 1 week notice of any nighttime inspection needs, for HMA. Coordination can be made with Andrew Willette at (802) 595-1920 or via email at andy.willette@vermont.gov. The Contractor and RE are also advised that Andy should be notified in the event that material for multiple line items will be produced on the same day.
11. Any questions in regard to the MAP may be directed to Jason Tremblay, Quality Assurance Engineer at (802) 279-2580 or via email at jason.tremblay@vermont.gov or Philip Peloquin, MAP Manager, at (802) 595-9888 or via email at phil.peloquin@vermont.gov.

VII. Independent Assurance (IA)

1. If there are any questions regarding Independent Assurance, contact John Domey (498-8258 or john.domey@vermont.gov).

VIII. Safety and Hazardous Materials

1. The Contractor is reminded of their obligation to comply with, and to see that their subcontractors comply with, VOSHA "Safety and Health Standards for Construction" and/or "for General Industry" when applicable. We ask that a copy of your company **Hazard Communication Program** and copies of safety data sheets for hazardous materials used on the project be made available to the Resident Engineer. We take safety very seriously and the Inspection staff will give verbal warnings to the Contractor when hazards are identified. If corrective action is not taken in a timely manner the offender will be removed from the project and/or the project will be shut down via a Written Order.

IX. Field Office, Engineers

1. An office trailer is included in the contract. The Engineer’s Field Office “shall be available for use 7 Calendar Days prior to any work commencing, including erection of construction approach signing, until 30 Calendar Days after final inspection of the Project, unless otherwise directed by the Engineer.”

X. Labor Compliance and Equal Employment Opportunity

1. **Poster Package-**

POSTERS BOARD MUST BE UP PRIOR TO THE START OF THE PROJECT!

Addison County wage rates apply to this project. Display your job site posters, including wage rates (**please display all pages of the wage rates**), in an outside location where they can be seen easily by all employees. If your project does not have a job office due to the nature of the work and/or the length of the contract, then the posters must be displayed at the home office where hiring is conducted and each employee must be provided copies of all the notices or posters and sign a statement acknowledging they received and understood the content of all the notices or posters.

Please remember to provide copies of the wage rates to **ALL** your sub-contractors. Additional copies of all posters and wage rates are available on our web site: <http://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/poster-packages> or contact Sonya Boisvert (279-1330 or sonya.boisvert@vermont.gov).

2. **Equal Employment Opportunity (EEO):**

- a. Every Contractor is required to have a designated EEO Officer and to make sure their employees know who that person is. Your company EEO Officer is: Jesse Smith.
- b. Contractors are required to have an EEO Policy, a Sexual Harassment Policy, and an Affirmative Action Plan and to widely publicize them. Contractors must also have a discrimination complaint procedure that all employees are made aware of.
- c. All AA/EEO/Harassment policies and programs must be reviewed every six months with all employees who hire and supervise personnel and annually with all employees.
- d. Contractors should document all recruitment efforts (copies of newspaper ads, job postings, etc.) when recruiting new hires.
- e. Contractors are encouraged to refer to a list of female and minority recruitment sources on our website: <http://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/information> for help with recruitment efforts to diversify their workforce and/or to fill training hours.
- f. The Prime Contractor is responsible for the actions of its own employees and for the actions of any subcontractor employees with respect to sexual harassment and discrimination and is expected to maintain a working environment free of harassment and discrimination.

3. **DBE/Prompt Pay:**

- For FY2019-FY2021 DBE Participation Rate = 7.2% for the Agency's overall annual goal on FHWA-funded projects. DBE Directory is available on line & searchable by scope.
- Vermont's Prompt Pay Statute requires **payment from prime to all subs within seven days of prime receiving payment**. VTrans monitors and enforces this by having Prime Contractors report monthly on the VTrans web page. Contact Sonya Boisvert with any questions.

4. **Labor Compliance:**

- a. **Davis-Bacon/Certified Payrolls:** It is required that all Contractors submit their payrolls, and subcontractor payrolls electronically through a secure FTP Server web site. Contact Sonya Boisvert for help accessing the online system.

- b. Payrolls should be submitted by the Prime Contractor to the Office of Civil Rights & Labor Compliance weekly for wages paid during the preceding week. Prime Contractors are responsible for the submission of all subcontractor payroll.
 - c. Prime Contractors are responsible for ensuring compliance by all of their subs.
 - d. Our office will coordinate any project site visits with the Resident Engineer on the project.
5. **OJT:** (if applicable)
- a. There are NO training hours assigned to this project.
 - b. Contact OJT Program Manager Beth Meyer-Ehrich (Beth.MeyerEhrich@vermont.gov or 522-4034) to discuss OJT placement on this project. She must approve each trainee, their wages, the training classification, and the date on which the training will start.

XI. Miscellaneous

Resident Engineer goes over any Special Provisions not already discussed that are of interest.

Valerie Capels:

- We would like to know the sequence of events and where Bristol fits in.

Joey Starr:

- Early April to start operation in Vergennes excavation work, should take a week or two
- Go to Bristol mid-April for an anticipated start date for excavation
- Proceeding to cold planing, leveling, sidewalk, and electrical
 - Valerie Capels – Road work will be excavated first and then the sidewalk?
 - Joey - Shoulder widening reconstruction, just outside the paved limits to start with
 - Valerie - What impacts to the Main St. area will there be between the road work and the sidewalk work? Timing, day and night schedule.
 - Joey – That work is further down the road a bit. We have released the anticipated schedule to the State for the month of April, we will be updating with future details and can get you more as soon as we get that schedule out. The weather will have a lot to do with how we proceed.
 - Chris Lavalette – we can offer the tentative schedule that we have and any updates as they come out.

Natalie Boyle:

- I have spoken to the city of Vergennes so far and will be reaching out to Bristol soon. I did not want to send out information prematurely to avoid misinformation coming out.
- I will be going door to door and speaking to businesses and directly outside of both downtowns with a project fact sheet and my contact information.
- I will be doing outreach and all questions can come through me as the liaison between the city, town, contractor and the businesses.
- Will be doing 2 updates per week and will have close contact on the project to do those updates. The updates will have the schedule for the following week so everyone knows what is going to happen.
- Call anytime and advise folks to get on my distribution list, I will have good turn around time to answer those question.

Garret Organek:

- How will the Bristol sidewalk RFI be done?

- Brandon Kipp – That will come through me and I will be sending it to you and the town of Bristol for review.

Colin Judge:

- No assessment for bat habitat was done, will double check the TOY restriction for the April 1st deadline for tree cutting and thinning and trimming for signs.
- Emerald Ash Borer, Bristol is in an affected area, and Vergennes is an at-risk area. Proper measures will need to be in place and disposed of according to the regulations. Trim and chip in place

Ryan Darling:

- Would like to call out Spec 406.03 C the QC plan a single document in 2 parts, addresses elements that affect the quality of the plant and lay down operations
- 406.14 contractor shall submit to the engineer for approval the proposed rolling pattern and equipment along with compaction equipment to be used on the project prior to any construction operations starting
- Plans notes profile deficiency tonnage in both towns, is it noted where that is located? Where is that mix supposed to be placed? 370 ton in Bristol and 140 ton in Vergennes
 - Brandon Kipp – we will take a look at it, we believe it is there just in case it is needed.

Daniel Hofman:

- There are many events taking place to be aware of, Memorial Day and Vergennes Day etc.
 - Doug Bonneau – information is included in the contract but let us know of any dates and times of events that were not determined before the contract came out.

Jim Larrow:

- Good for now, waiting for the schedule to come out, we know from the bridge to East St. there will be night work.
- How will the work come into the T
-

Lynn Donnelly:

- There are 2 ways to get into Vergennes. How will the work come into the T? In the heart of the city there is the park and every Thursday there is a Farmer's Market so we would like to be prepared to direct people which is the best way to come into town.
 - Doug Bonneau – That will be included in Natalie's outreach for people. She will notify the public of construction events so they can plan accordingly. Let people know to get on her list.
- How is the town outreach done?
 - Natalie Boyle - Any town or city social media entries will need to come from the town or city. AOT does not post to local sites.
 - I have lists that folks can be added to so they get a weekly update as well as door to door contact. Get my name out there to everyone you can. Links for VTrans social media can be added to my updates so folks can do directly there.
 - What will you start with, what will it look like in April when the machines start coming in?
 - Joey Starr – Shoulder excavation and driveway pipe crosses on the southern portion of the project, then milling operations, 2 inches of pavement being removed, full width and then leveling. After that surface work, with structures and sidewalk.
 - Will all of the streets be done simultaneously?
 - Joey Starr – It will be broken up with the night work restrictions. The downtown portion will be skipped over, and do the daytime work on the north end and the south end and then the Ferrisburgh portion and then the night work.

Chris Lavalette:

- I have updated the submittal tracker with your early work request, and added the extended season paving plan that will also need to be done.

The Preconstruction Conference adjourned at 9:35 A.M.